**United States
Department of
Agriculture**

GUIDE

ITS Workstation
Motion Computing LE1600 Tablet PC User
Reference Guide

FINAL

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Infrastructure Deployment Branch**

CCE Workstation Tablet PC User Reference Guide

Revision History

RECORD OF CHANGE

Revision/Change Number	Update Number	Date of Change	Description/Reason for Change	Pages/Sections Affected

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1   OVERVIEW

1.1   PURPOSE

The USDA Service Center concept is a cornerstone of the department's reorganization effort undertaken subsequent to the Department of Agriculture Reorganization Act of 1994. By consolidating its individual agency field offices into service centers, the USDA intends to see a greater return on investment, and at the same time provide taxpayers with more efficient service at reduced cost.

One of the key components of this concept is the implementation of the *Information Technology Services* (ITS) organization. The ITS vision is to be recognized as a professional team of customer-driven service providers who respond to the needs of its customers by providing outstanding service and cost-efficient, highly effective technical solutions.

1.2   INTRODUCTION

This User Reference Guide is intended to assist end users to fully implement the capabilities of the Motion Computing LE1600 Tablet PC Computer.

2   USING THE TABLET PC

The Tablet PC can be used in three different modes:

- Docked in the Motion Computing FlexDock docking station with the external keyboard and mouse, and monitor.

- Undocked, positioned as a notebook, utilizing the tablet's external keyboard.

- Undocked, as a notepad, using the tablets on-screen keyboard and writing tools.

➲ *The Tablet PC pen will function with any of the configurations.*

2.1   POWERING ON THE TABLET PC

➲ *No matter which configuration is used, the Tablet PC powers on the same way. There is no power switch on the docking station.*

To power on the tablet, slide the <power> button down (Figure 2.1.a). The button is located at the top, on the left side of the Tablet PC, when in landscape position.

Figure 2.1.a – Power Switch Location

2.2   USING THE TABLET PC WHILE DOCKED

➲ *See Appendix A for instructions on how to dock and undock the laptop.*

When docked, the Tablet PC functions the same as a standard PC or docked laptop. When at the CONTROL-ALT-DELETE screen, you will see the on-screen keyboard on the Tablet PC monitor as well as the external monitor, if connected. You can ignore the keyboard, and log on to WINDOWS as you normally do. Anytime you press the <shift> key, you will see that key highlight on the on-screen keyboard.

2.3   USING THE TABLET PC AS A NOTEBOOK COMPUTER

When not in use, the external keyboard can be clipped to the bottom of the tablet screen or stored. Refer to Appendix A for instructions on setting the tablet up as a notebook computer.

2.4 USING THE TABLET PC UNDOCKED, AS A NOTEPAD, WITHOUT THE TABLET PC KEYBOARD

➲ *To protect your work and the system, the <CTRL>+<ALT>+<DELETE> command cannot be entered using the <Ctrl>, <Alt>, and <Del> keys on the on-screen keyboard*

1. Press the <SAS> Button, Figure 2.4.a to enter the CTRL-ALT-DELETE sequence.
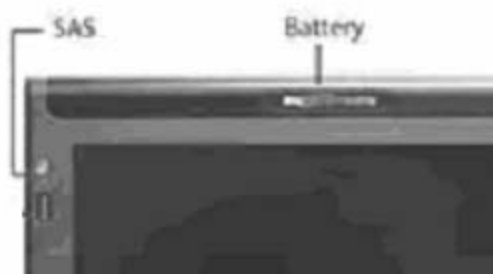
Figure 2.4.a - Location of SAS button

2. Using the pen, tap the keystrokes that correspond with your login information. When capitalization is required, pressing the <Shift> key on the on-screen keyboard will capitalize only the next character typed unless you press the <Caps> key.

➲ *This option will typically be used when you are not using the keyboard that is attached to the tablet and the tablet is not docked in the docking station.*

2.5 TABLET PC EXTERNAL DEVICES

The LE1600 Tablets are shipped with an external DVD/CD-RW drive and USB modem. There is no internal modem on these workstations.

A special pronged USB cable, referred to as a **Motion Accessory Cable**, shipped with the external DVD/CD-RW allows you to connect the device to the Tablet PC and power the device through the Tablet PC's power source.

An external power adapter is also included which will allow you to connect the DVD/CD-RW device through a regular USB port and apply external power to the drive.

➲ *If you are connecting the External DVD/CD-RW to your computer using the standard USB cable, you must also connect the DVD/CD-RW to AC power. If you are using the Motion Accessory Cable, connecting to AC power is not necessary.*

2.5.1   MOTION COMPUTING DVD SLIM COMBO DRIVE

To connect the External DVD/CD-RW using the Motion Accessory Cable:

- Connect the single-connector end of the Motion Accessory Cable (Item 1, Figure 2.5.1.a) to the Motion Accessory Port (Appendix A, Figure A.1.b) on the computer. Be sure the connector pin is inserted completely in the pin slot.

- Connect the USB connector on the other end of the cable (Item 2, Figure 2.5.1.a) to the USB connector on the External DVD/CD-RW.

Connect the 5-volt plug (Item 3, Figure 2.5.1.a) to the power connector on the External DVD/CD-RW.
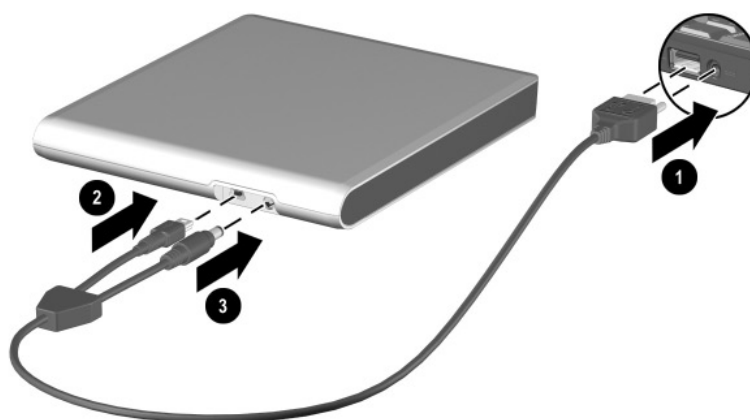
Figure 2.5.1.a – External DVD/CD-RW-Powered USB Cable

2.5.1.1 USING THE STANDARD USB CABLE

- Plug the AC Adapter cable (Figure 2.5.1.1.b) into the power connector on the back of the External DVD/CD-RW.

- Plug the prong adapter into an electrical outlet (Figure 2.5.1.1.b).

  - ➲ The power cable is shipped with electrical adapters for European use. These are not needed.

- Connect one end of the standard USB cable (Item 1, Figure 2.5.1.1.a) to the USB connector on the External DVD/CD-RW.

- Connect the other end (Item 2, Figure 2.5.1.1.a) to any USB connector on the computer.
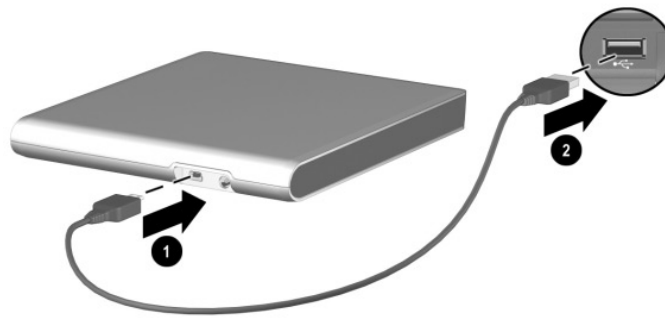
Figure 2.5.1.1.a – Standard USB Cable

Figure 2.5.1.1.b – AC Adapter including European Adapters

2.5.1.2 DISCONNECTING THE EXTERNAL DVD/CD-RW

To disconnect the External DVD/CD-RW from the computer:

- If you are connected to AC power, unplug the power cable from the electrical outlet, and then unplug the AC Adapter cable from the External DVD/CD-RW.

- Unplug the USB cable from the computer.

2.5.2   MOTION COMPUTING USB MODEM

The LE1600 Tablet PC's do not contain an internal modem. The external USB modem, Figure 2.5.2.a can be attached to any available USB port on the tablet or FlexDock docking station. A standard RJ-11 analog phone line will complete the connection.

➲   *Do not attach a digital phone line to the USB modem. This could damage the device and render it inoperable*

Figure 2.5.2.a - USB Modem

3   LOGGING ON TO WINDOWS FOR THE FIRST TIME

3.1   WELCOME TO THE TABLET PC COMPUTING TUTORIAL

- The first time you log on to the tablet, the WELCOME TO TABLET PC COMPUTING tutorial will automatically launch (Figure 3.1.a).

➲   *This tutorial requires the use of the Tablet PC pen.*
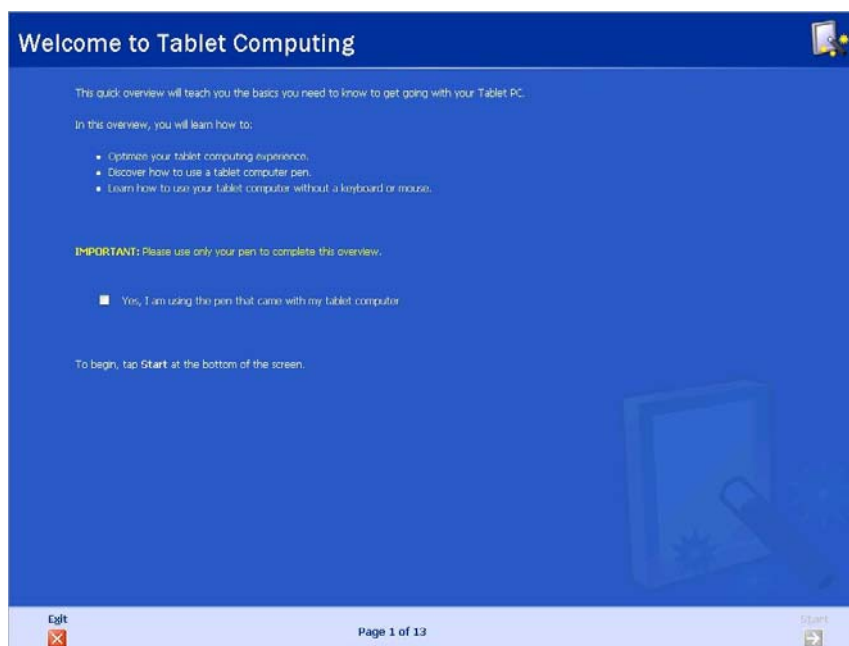
Figure 3.1.a – Welcome to Tablet Computing Screen

➲   *Each user of the Tablet PC needs to take the time to go through this tutorial. It reviews proper use of the Tablet PC pen, walks you through the pen settings, and allows you to practice using the pen. The tutorial also reviews the Tablet PC Input Panel, keyboard and writing pad, and shows how these items interact with other WINDOWS based programs. If you exit the tutorial, you can access it again through the menus:*

- Click [Start] ➜ [All Programs] ➜ [Get Going with Tablet PC].

4   TABLET PC INPUT PANEL

4.1   ON-SCREEN KEYBOARD

Once you are logged on to WINDOWS, and have closed the WELCOME TO TABLET PC COMPUTING tutorial, the TABLET PC INPUT PANEL application displays a keyboard on the screen (Figure 4.1.a).

Figure 4.1.a – Tablet PC Input Panel

➜   *The on-screen keyboard simulates the functions of an optional keyboard.*
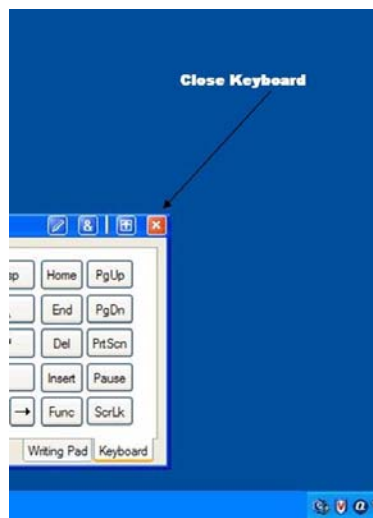
To close the keyboard, with either a mouse or the pen, press the red X in the upper right hand corner of the keyboard.

Figure 4.1.b – Close Keyboard

➜   *To utilize the features of the keyboard or writing pad, first open the application you wish to send text to. The input panel will function with all WINDOWS based programs that allow text to be inserted.*

To launch the on-screen keyboard:

•   Tap the [Tablet PC Input Panel] icon on the task bar in WINDOWS (Figure 4.1.c).
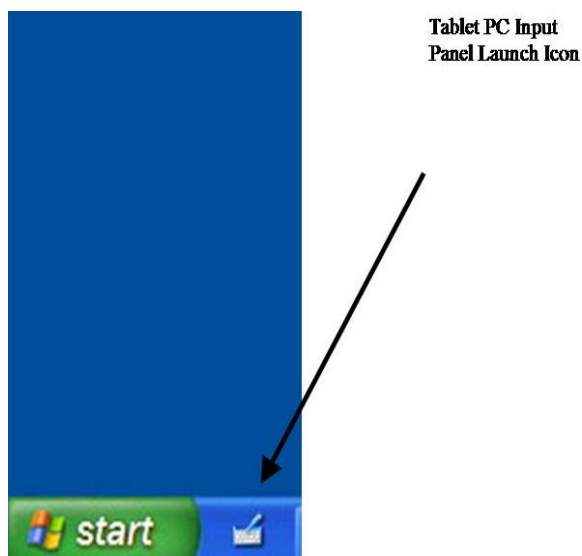
Figure 4.1.c – Input Panel Icon

To type, tap a key.

- To switch the keys displayed in the top row between number keys and function keys, tap [Func].

- To enter the CTRL+ALT+DELETE command, press the <SAS> button (Figure 2.4.a) on the Tablet PC when a keyboard is not available.

- When typing text using the **Keyboard** function of the TABLET PC INPUT PANEL, the typed text is immediately inserted into the application that you have open (Figure 4.1.d). The following illustration shows that MICROSOFT WORD 2003 is open. As each letter is tapped on the INPUT PANEL KEYBOARD, it is immediately inserted into the WORD program.
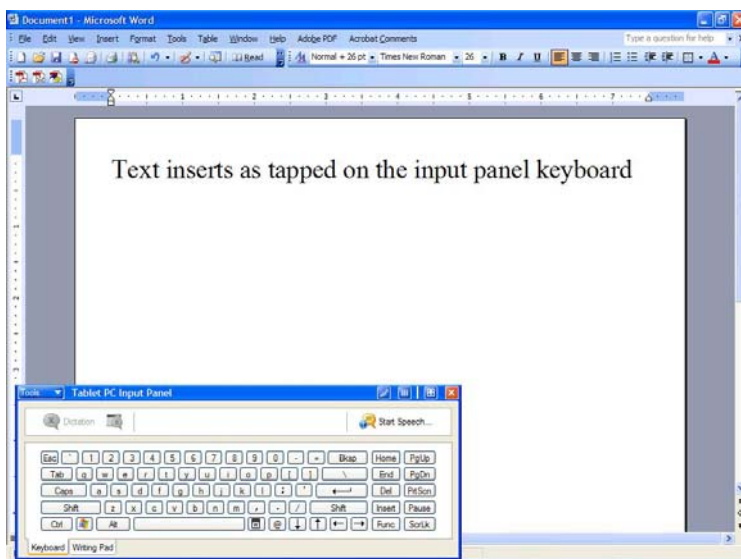
Figure 4.1.d – MS Word 2003 Sample Text

4.1.1   CUSTOMIZING THE INPUT PANEL

You can customize the Tablet PC INPUT PANEL to suit your preferences and writing habits.

- Add lines to the writing pad to write more words before inserting text.

- Move the INPUT PANEL to the position that works best for you.

- Choose whether the character recognizer and quick keys appear on the right or left of the writing area.

- Create more room on your desktop by hiding the input panel pen input area, or limiting the size of the TEXT PREVIEW pane.

- Choose how and when your Tablet PC computer recognizes your handwriting.

➲ *These options are available under the Tools menu of the* INPUT PANEL *(Figure 4.1.1.a).*

Figure 4.1.1.a – Input Panel Tools Menu

- **Speech:**   This option toggles the speech recognition portion of the INPUT PANEL on and off. Speech recognition must be configured prior to use.

- **Text Preview:**   This option opens up a one or two line writing area above the INPUT PANEL. When the keyboard option is selected, keys that are tapped will preview in this area. When the writing pad is selected, your handwriting will be converted to text and preview in this area. Previewed text must be sent to the open application.

- **Dock:**   When checked, the keyboard will attach to the bottom of your screen and will not cover any open windows. When unchecked, the keyboard will float so you can move it anywhere on the screen and adjust its size.

- **Options:**   When selected opens up the options menus for the writing pad, writing tools, write anywhere, speech and pen input areas of the TABLET PC INPUT PANEL.
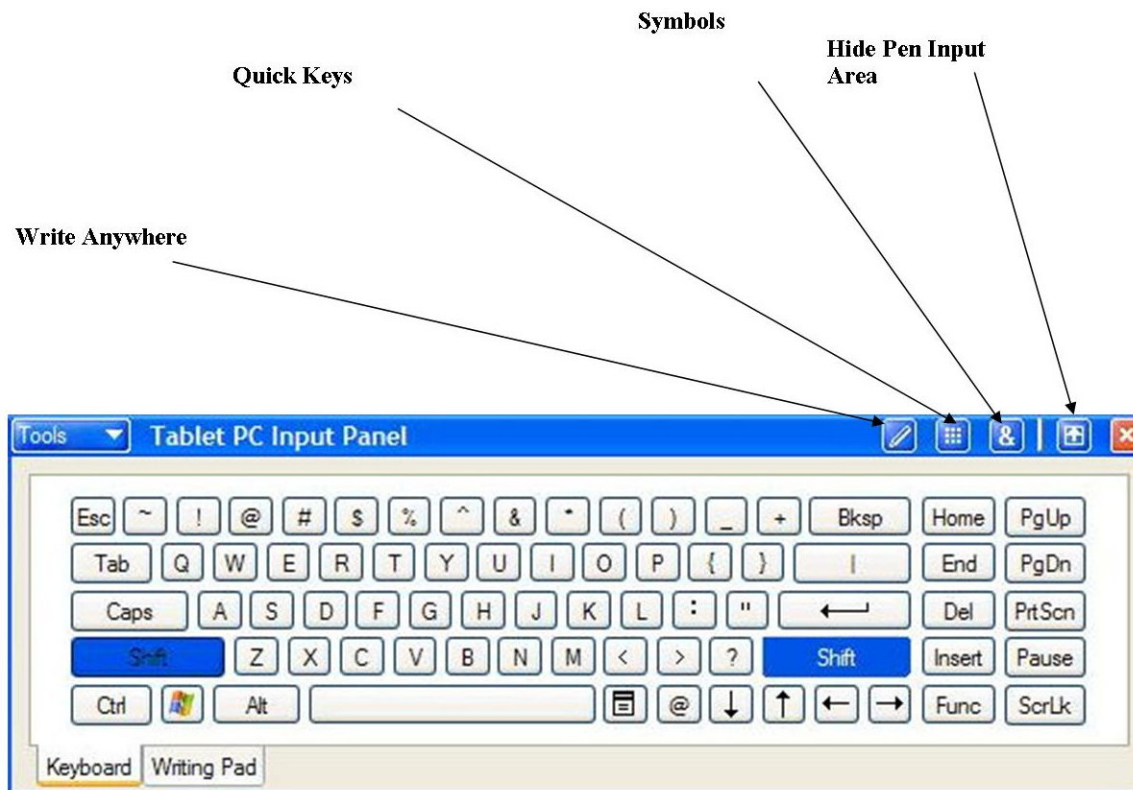
Figure 4.1.1.b –Input Panel Optional Icons

- **Write Anywhere:**   Allows you to write anywhere on the screen and send the converted text into your open application.

- **Quick Keys**:   Include many of the same keys that you find on a standard keyboard, including <enter>, <backspace>, <delete>, and the . Quick Keys also includes a <right-click> key that functions the same way as the right-click of a mouse.

- **Symbols:**   Includes special characters, symbols and punctuation marks. The SYMBOLS PAD can be especially useful for entering spreadsheet calculations and web site addresses.

- **Hide Pen Input Area:** When pressed will hid the keyboard or writing pad of the input panel, freeing up more room on the desktop. When this option is selected, all you will see is the TABLET PC INPUT PANEL title bar on the screen.

➲   *The Write Anywhere, Quick Keys, Symbols and Hide Pen Input area are optional icons on the Title Bar that can be set in the tools-options area (Figure 4.1.1.b).*

4.1.2   WRITING PAD

The Writing Pad tab on the TABLET PC INPUT PANEL allows you to use the Tablet PC pen and handwrite information, which is then converted into text and sent into your open application.

To open the writing pad, with the TABLET PC INPUT PANEL on the screen, press
 the **Writing Pad** tab.

- You can optionally set up to two lines of handwriting in the screen.

- It is also possible to set the delay at which your handwritten text is inserted into your open application, or you can have it set to insert manually, only when you press the [send] button.

- The drop down menu next to the [send] button will allow you to send your handwritten information as either text or ink.

4.1.3   WRITE ANYWHERE

With the WRITE ANYWHERE feature, you can use most of the screen on your Tablet PC computer as a writing area. This is especially useful for longer writing tasks, such as taking meeting notes.

- The WRITE ANYWHERE feature converts your text into typed text and inserts it into your open application. You can use the WRITE ANYWHERE feature to enter text anywhere that you can use a standard keyboard to type text.

- To display the WRITE ANYWHERE feature on the TABLET PC INPUT PANEL title bar, you must go into options and check the box to display the [write anywhere] button (Figure 4.1.3.a).

- To use WRITE ANYWHERE, click [Tools] ➔ [Options] ➔ [Write Anywhere].
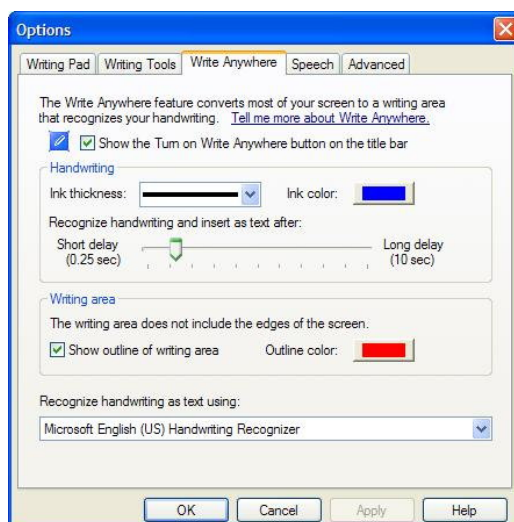
Figure 4.1.3.a – Write Anywhere Tab

Other options available are: setting the ink thickness and color of your pen, setting the delay before your handwritten text is automatically inserted into your open application, and setting the size and border color of your writing area.

4.1.4　SPEECH

Speech recognition is a computer feature that converts spoken words into typed text or voice commands.

- By using a microphone, you can speak to your Tablet PC computer either to dictate or give commands.
    - o Dictate to your computer to enter text into any program.
    - o Use voice commands to correct any errors, format text that you have dictated, or control any windows based program.
- Speaking to your computer is often easier and quicker than using the Tablet PC pen to enter text.
    - o It may also be more comfortable, allowing you to rest your hands and wrists.
    - o Dictating to your computer enables you to save thoughts or ideas immediately, before you forget them.
- You can use your computer's speech feature and Tablet PC pen at the same time.
    - o Use the microphone to enter text.
    - o Use the pen to correct and format the text.
- Before you can use speech to enter text or to control your computer, you must display the speech bar. The speech bar contains the menu and buttons that you use to control the speech feature (Figure 4.1.4.a).
- When you use speech the first time, you are prompted to set up your microphone and train the computer to recognize your voice.
    - o You will be prompted to go through tutorials that will train the Tablet PC to recognize your voice.
    - o This is required for speech recognition to function properly.
- To use Speech, click [Tools] ➔ [Speech] ➔ [Start Speech].
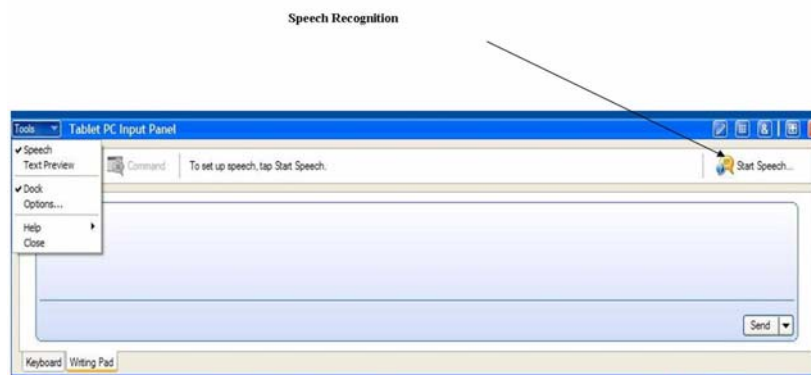
Figure 4.1.4.a – Input Panel Speech Feature

➲　*An external microphone is required for speech recognition to train properly.*

TABLET PC INPUT PANEL speech has two different speech modes: dictation and voice command. Understanding the speech modes and how they work is important so that your computer is listening for the right thing at the right time (Figure 4.1.4.b).
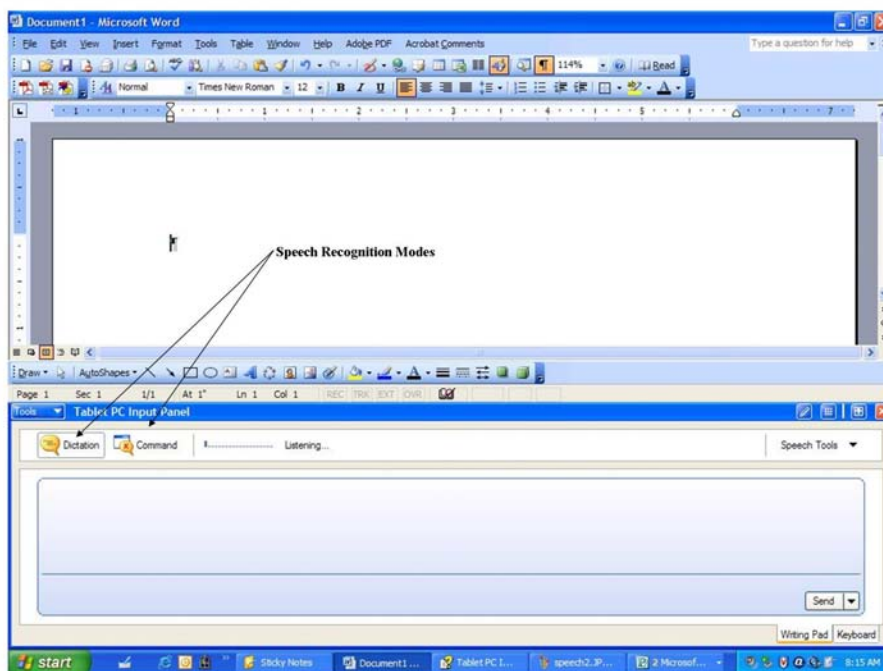
Figure 4.1.4.b – Speech Recognition Modes

- When you use dictation mode, your computer listens to everything you say and changes your words to text.

- When you use voice command mode, your computer listens for specific words that correspond to an existing list of available voice commands. You can say "What Can I Say" at any time to display the list of available voice commands for the program that you are currently using.

- Most voice commands are available only in voice command mode.

- However, a small set of commands can be used only in dictation mode.

- In addition, you can make some editing voice commands available in both modes.

- It's convenient to use this set of editing commands while you are dictating, but the accuracy of speech recognition may be lower as a result.

- Sections 4.1.4.1 and 4.1.4.2 describe some basic voice commands that control windows. These commands operate all WINDOWS-based programs.

- If you want to see a contextual list of available voice commands for the program that you are currently using, say "What Can I Say" and expand the category that relates to what you want to do.

4.1.4.1 SWITCHING BETWEEN OPEN PROGRAMS

To:	Say This:	Example:
Switch to another open program	Switch to <program name>	Switch to WORD

➲ *You can say the full program name or any part of the program name that distinguishes it from other open programs.*

To open MICROSOFT OFFICE programs, you need to say the full menu path to the program:

- Say "[Start] ➜ [All Programs] ➜ [Microsoft Office] ➜ [Microsoft Application (word, excel, etc) 2003]".

- Once the program is opened, you can use the "Switch to" command.

4.1.4.2 MENU COMMANDS

Menu commands depend on the particular program that you are using. Table 4.1.4.2 shows several examples of common menus.

Pause after you say a menu name to give the program time to open the menu. When the menu is open, you can say a command listed on the menu.

➲ *If you are unfamiliar with the menus in the program you are using, you may want to make a list of them to keep near your computer. Say "What Can I Say" to see a list of available commands.*

Table 4.1.4.2 – Menu Commands

To	Say this
Open a new file	File, New
Save a file	File, Save
Close a file	File, Close
Close the program	File, Exit

➲ *You cannot activate speech recognition until a WINDOWS based application such as MICROSOFT WORD is open.*

4.2 STICKY NOTES

You can use STICKY NOTES the same way that you use a paper sticky note—to retain names, phone numbers, simple maps with directions, and other information that you need to write quickly and keep easily available. You can also use a microphone to record information. A sticky note can contain both writing and recording.

For convenience and quick access, sticky notes are kept in a single stack that you can make "stick" to your desktop, always visible and available. In addition, you can copy and paste sticky notes into other programs and import and export your stack of sticky notes.

To start STICKY NOTES:

- Click [Start] ➔ [All Programs] ➔ [Tablet PC] ➔ [Sticky Notes].

- To set your options to automatically open STICKY NOTES at startup and keep on top of your screen, once the application is launched (Figure 4.2.a), click [Tools] ➔ [Options].

  1. Place checkmarks according to your needs.
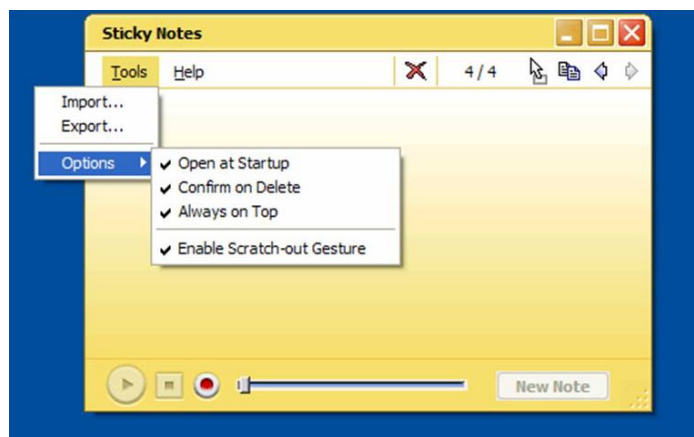
Figure 4.2.a – Sticky Notes Options

4.2.1   RECORDING A VOICE NOTE

The MICROSOFT STICKY NOTES voice feature is an additional way to retain information. You can record a new voice note or add your voice to a written note.

To create a voice note:

- In the lower-right corner, tap [New Note].

➲ *Use the current note if the button is unavailable.*

- In the lower-left corner (Figure 4.2.1.a), tap [Record].

- Speak into your computer microphone.

- When you finish recording, tap [Stop].

➲ *When you tap [Record], the date and time appear in the title bar. You can record a maximum of 30 seconds. The position of the slider indicates how much recording time remains.*
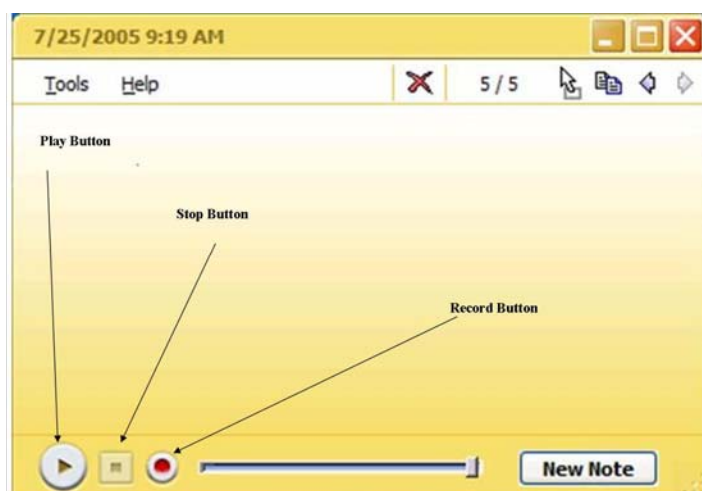
Figure 4.2.1.a – Recording a Sticky Note

Warning! A voice sticky note does NOT convert to text. It stores as a recorded note.

4.3   WINDOWS JOURNAL

In WINDOWS JOURNAL, you can use the Tablet PC pen to write information and save it in a note. You can convert your writing to typed text, and you can enter typed text into your notes. You can create drawings in your notes and insert pictures.

To start Windows Journal:

- Click [Start] ➔ [Windows Journal] or [Start] ➔ [All Programs] ➔ [Windows Journal]

4.3.1   TO TURN ON TOOLBARS IN WINDOWS JOURNAL:

To turn on toolbars in WINDOWS JOURNAL:

- Click [View] ➔ [Toolbars].

- Place checkmarks next to the toolbars you with to access. Figure 4.3.1.a shows all toolbars turned on in JOURNAL.
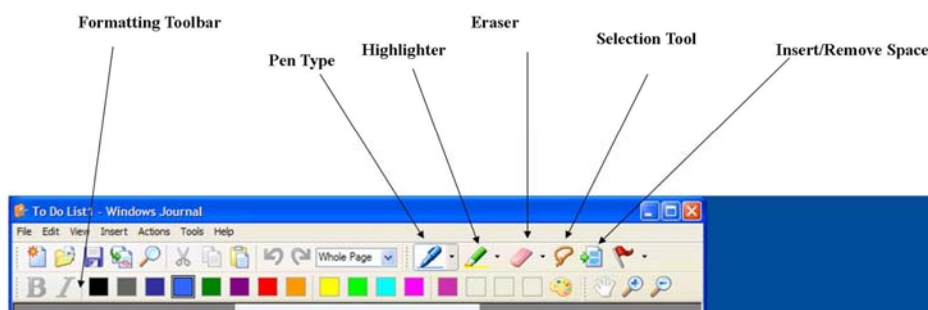
Figure 4.3.1.a – Toolbar View

➲ *By turning on all toolbars, it's easier to switch between colors of ink, highlight and make formatting changes with the tap of your pen.*

4.3.2   CHANGING THE TEMPLATE

WINDOWS JOURNAL defaults to the "To Do" Template, although several templates are available, or you can create your own. To change the template,

- Click [File] ➔ [New Note from Template]

- You can change the default template under the Options menu by clicking
  [Tools] ➔ [Options].

- Once the program is opened, using your pen, you can begin to take notes as needed.
  (Figure 4.3.2.a).
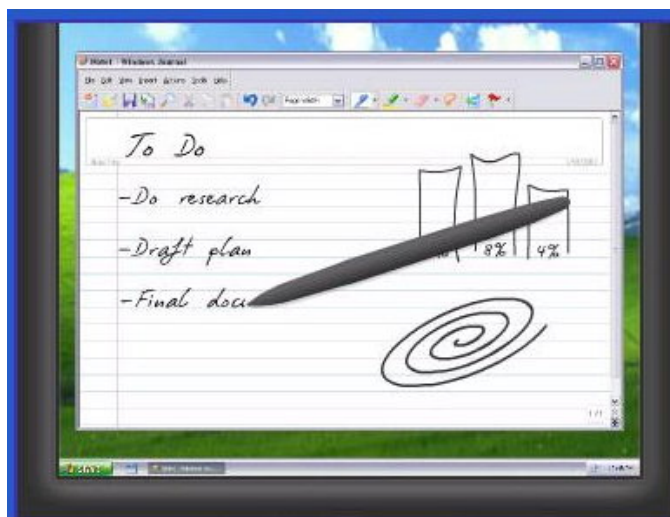
Figure 4.3.2.a – Windows Journal "To Do" Template

- Handwriting inserted into the title line of any note will default to the file name when the note is saved.

- JOURNAL notes are saved by default in JOURNAL NOTE format (.jnt). If you want to save a note as a template, you can also save it in JOURNAL TEMPLATE format (.jtp).

- Exporting a note allows it to be read on a computer that does not have MICROSOFT WINDOWS JOURNAL. When you export a note, you can save it in one of two formats:

  o Web archive (.mht): A Web archive file contains both HTML and images and can be opened in INTERNET EXPLORER 5.0 and later. It cannot be opened and edited in JOURNAL.

  o Tagged Image File Format (.tif): A TIFF file can be opened in most graphics programs, but cannot be opened and edited in JOURNAL. TIFF files are usually smaller than Web archive files, especially for notes with many pages.

4.3.3   CONVERT INK INTO TEXT

In WINDOWS JOURNAL, you can convert ink into typed text and then paste the text into another program. You can also replace the original ink with the converted text in a text box.

- On the Pen toolbar, tap [Selection Tool].

- Draw a **loop around the ink** that you want to select.

- On the Actions menu, tap [Convert Handwriting to Text].

- Set options, if necessary.

- In the Text Correction dialog box, tap [Options].

- Tap to select or clear either of the following two options:

  - Preserve line breaks from notes. If your selection consists of several lines, these lines are preserved in the Converted text box and in the output text. Select this option when you are converting writing in which line breaks are important, such as a list or a poem. Clear this option when you are converting paragraphs in which the line breaks are unimportant.

  - Display converted text in large font. The text in the Converted text box appears in a large font. This does not affect the size of the output text.

- Correct your text by using the **Alternative** list.

- In the **Converted** text box, tap a word that is recognized incorrectly (Figure 4.3.3.a).
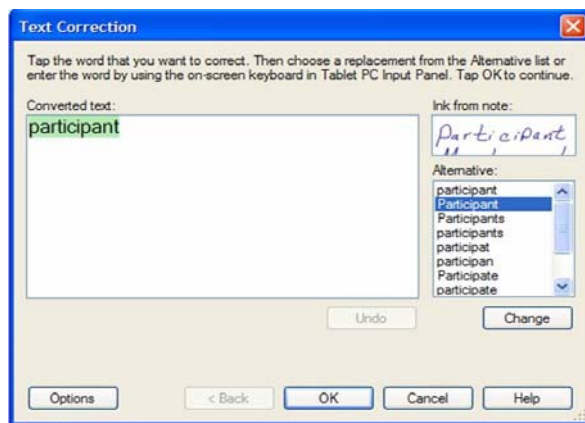
Figure 4.3.3.a – Text Correction

➲   *If a word is marked with a green background, it is likely that you need to correct it.*

- The handwriting that corresponds to the word you tapped appears in the **Ink from Note** box. The handwriting is also selected in your note to provide context for the text that you are correcting.

- In the **Alternative** box, look for the correct word. If you find it, tap **the word**, and then tap [Change]. If necessary, enter the correct text.

- In the **Text Correction** dialog box, in the **Converted** text box, drag to select **a word**. You can also tap to set an insertion point.

- In INPUT PANEL, use the on-screen keyboard to correct your text.

- Tap [OK]. A new Text Correction dialog box appears that provides conversion choices.

- Select one of the following options:

    - **Copy to the Clipboard.** This option allows you to paste your text into another program. The handwriting in your note remains untouched.

    - **Insert in the same Journal note.** This option inserts your converted text into a text box in your note. Your original handwriting is deleted.

- Tap [Finish].

    - If you chose to copy your corrected text to the CLIPBOARD, you can paste the text into any program.

    - If you chose to insert your corrected text into a text box, the original ink is deleted and the text box is inserted in its place.

    - If you want to convert all of the handwriting on a page to text, you can first select all of the handwriting by using [Select All] on the Edit menu.

➲ *You can convert only ink from a pen into text. You cannot convert ink from a highlighter.*

You can convert ink into text only when handwriting recognition is turned on. You can turn on or turn off handwriting recognition on the Other tab in the Options dialog box.

4.3.4   VIEWING AND ORGANIZING NOTES

- To view recent notes, tap [View-Recent Notes] on the Standard toolbar.

- A list of your recent notes appears.

- You can sort the notes in the note list to make it easier to find a particular note.

- In the **Note List** pane, tap the [View Notes] arrow and then select a **view type** from the list.

- To sort your notes further, tap a column heading.

4.3.5   MODIFYING NOTES

4.3.5.1 TO INSERT SPACE:

You can insert space into your notes by clicking the [Insert/Remove Space] on the Pen Toolbar.

➲ *You can use this option when modifying an existing note to add more information, or if you discover you need to insert information into a currently open note.*

- Tap the [Insert/Remove Space] icon (Figure 4.3.1.a) on the Pen toolbar.

- Press the tip of the pen in the note where you want to insert space and then drag downward.

- If you insert too much space, you can remove it by tapping the [Insert/Remove Space] icon on the Pen toolbar.

Press the tip of the pen in the note where you want to insert space and then drag upward.

4.3.5.2 TO ERASE

- Tap Eraser icon (Figure 4.3.1.a) on the Pen toolbar, or cross out the information using the pen.

- To switch back to the pen, tap the Pen icon (Figure 4.3.1.a) on the Pen toolbar.

4.3.5.3 ADDING PAGES IN NOTES

To add a new page, go to the last page of the note, and then tap the double arrow that is pointed downward (Figure 4.3.5.3.a).
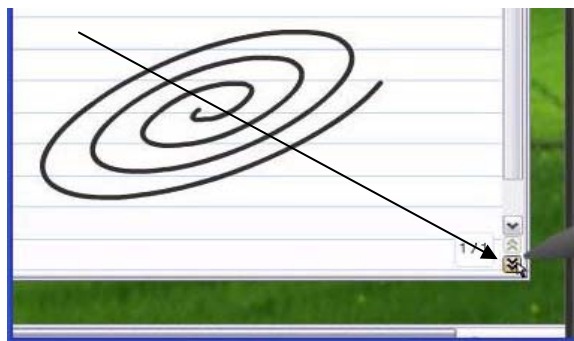
Figure 4.3.5.3.a – Double Arrow Button

4.3.6   MARKING UP A DOCUMENT IMAGE

To mark up a document, first you create an image of it in JOURNAL.

- On the PEN toolbar, tap [Import].

- Browse to and tap the **file that you want to create an image of** and then tap [Import]. The document image opens in its original application and converts to a JOURNAL file. The file will then automatically open in JOURNAL.

JOURNAL saves the file with the same name as the original file.

➲   *Before you begin marking up a document image, open it in full screen view to make it easier to read.*

On the **View** menu, tap [Full Screen].

When you are ready to go back to the normal view, tap [Full Screen] on the **View** menu again.

➲   *You can customize the pen top make your markup on the document image easier to read. Use different colors and thicknesses to circle handwriting or images, draw lines, or write comments in the margins.*

On the **Pen toolba**r, tap the [Pen arrow] and then tap the **type of pen** you want to use.

➲   *To select colors or thicknesses, tap the pen arrow on the **pen toolbar**, tap [Pen Settings], and then choose a color, thickness and style.*

4.3.7   SHARING NOTES

To share a note with someone, first open JOURNAL and choose the note that you want to send.

- On the File menu, tap [Send to Mail Recipient].

- Choose the file format that is best suited for sharing with the person receiving your note (Figure 4.3.7.a).

- Outlook will automatically open a message with the JOURNAL NOTE attached.
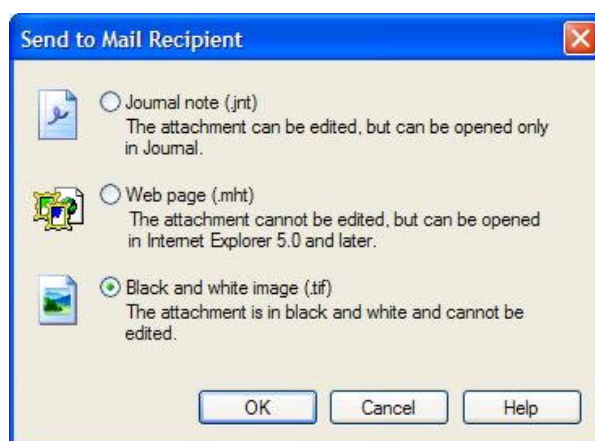
Figure 4.3.7.a – Sending Attachment

5   TABLET PC TUTORIALS

5.1   TUTORIALS

Several other tutorials are available in addition to the Welcome to Tablet PC Computing tutorial (Figure 5.1.a).

Figure 5.1.a – Tablet PC Tutorials

The option to go through these tutorials will appear every time you log on until you check the box next to [Do not show me this again].

If you have checked the box to not show the tutorial again and need to re-run it:

- Click [Start] ➔ [All Programs] ➔[Tablet PC] ➔[Tablet PC Tutorials].

➲   *These tutorials can either be played or run as text and images only.*

5.1.1   TABLET PC TUTORIAL

In this tutorial, you will be given a basic overview on using the Tablet PC pen, the writing pad, speech recognition, and WINDOWS JOURNAL. TABLET PC INPUT PANEL, STICKY NOTES, and Tablet PC Pen and Screen settings are also covered.

➲   *This tutorial will require use of the Tablet PC Pen.*

You can use STICKY NOTES the same way that you use a paper sticky note—to retain names, phone numbers, simple maps with directions, and other information that you need to write quickly and keep easily available. You can also use a microphone to record information. A sticky note can contain both writing and recording.

For convenience and quick access, sticky notes are kept in a single stack that you can make "stick" to your desktop, always visible and available. In addition, you can copy and paste sticky notes into other programs and import and export your stack of sticky notes.

5.1.2   WINDOWS JOURNAL TUTORIAL

WINDOWS JOURNAL allows you to write directly on the tablet, store, organize and share notes.

This tutorial gives an overview of note taking in WINDOWS JOURNAL, including viewing and organizing notes, modifying, converting and correcting notes, document markup and sharing notes.

5.1.3   INPUT PANEL TUTORIAL

Using the on-screen keyboard and writing pad are included in this tutorial. Correcting text and customizing the input panel are also covered.

5.1.4   SPEECH TUTORIAL

This tutorial covers the tools to use speech recognition. Before you can use this function, you must go through the speech training modules under **control panel**.

 An external microphone is required to go through the speech training exercises.

6   DASHBOARD SOFTWARE

The Dashboard software allows the ability to utilize an external monitor to mirror your display, as well as configure tablet and pen settings. There are several options that display the current settings and do not allow change. Examples include status of wireless connection and power state.

6.1   DASHBOARD OPTIONS

To open the Motion Dashboard, press the Motion Dashboard button, Figure 6.1.a, located on the front on the tablet in a landscape setting. The Motion Dashboard can be viewed in the Category View or the Classic View. While the settings are the same in either view, the Category View conserves space on the screen.
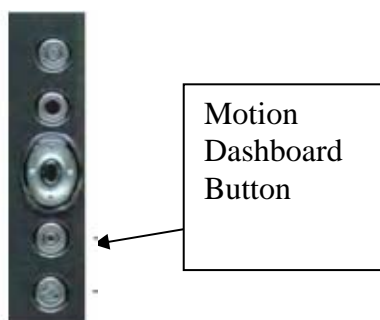

Figure 6.1.a - Motion Dashboard Button

The Motion Dashboard does not include an "Apply" button. When you change a setting, the change occurs immediately. Tapping "**OK**" on the Motion Dashboard closes the window.

Figure 6.1.b - Motion Dashboard

Motion Dashboard Features		
Description		
Display	**Brightness**	The built-in Ambient Light Sensor (ALS) detects light in the Environment and automatically adjusts the display brightness. Available settings: • **Off** –– Blanks the display to save power • **Fixed** –– Maintains a fixed brightness level on the display that remains constant under varying light conditions • **Dynamic** –– Uses ALS to maintain a relative brightness level on the display in varying light conditions ➲ *For optimal battery life benefits and viewability from ALS, set the brightness scale to the mid-point or slightly above. If the setting is higher than this, you lose some of the battery saving benefits while gaining minimal improvement.*
	External Monitor	The Tablet PC has a dual-head video controller that can "mirror" the Tablet PC display or extend it to a second monitor or external device, such as a data projector. This feature is disabled by default. Available settings: • **Mirror Display** –– Clones or duplicates the Tablet PC display on another monitor or projector • **Extend Display** –– Enlarges the overall desktop work space to include both the external monitor and the Tablet PC display. • **Disable** –– Disables the tablet or external monitor.
Audio	**Speaker Volume**	This option is not currently supported in the Dashboard software.
	Microphones	This option is not currently supported in the Dashboard software.
Pen	**Pen and Digitizer**	Available Options: • Calibrates the pen to the display • Pen and Button Options –– Changes Tablet PC, pen, and button properties, such as key assignments, right/left handedness, or the right-click function; enable the eraser for applications that support an eraser.
Wireless	**Wireless**	You cannot enable wireless through the Dashboard software. You must press the physical wireless button (see Appendix A, Figure A.1.a for location of the wireless button). You are able to view the status of the connection when enabled or disabled. When you disable your wireless connection, it may still appear to be working for a short time. The wireless/Bluetooth LED may continue to blink for a few seconds. This is a timing delay; the connection ends shortly. ➲ *Bluetooth is not currently available with the USDA image.*

Motion Dashboard Features		
Description		
Power Management	**Power**	Displays the current power scheme and options, as well as displays the remaining battery power. Pressing the Properties button allows you to set power schemes and power button options. You can select from an extensive list of power schemes or you can create custom power schemes to fit your environment.
Security	**Security Center**	These options are not configured with the USDA image at this time.

7   POWER DVD

Cyberlink Power DVD software allows playback of audio, CD or DVD. Because of the multitude of options available with this software, it is included in this guide.

7.1   DVD CONTROLS

7.1.1   REGION CODE SETTINGS

Most of the DVD titles in today's markets are governed by a regional code that divides the world into six separate regions. This ensures maximization of revenues for motion picture studios' theatrical and home releases, which times and dates vary from region to region.

1. Upon inserting your DVD, note the dialog box.

2. Click **OK**. After the region has been set, this dialog box will no longer prompt you unless an encoded DVD title from another region is inserted.

➲   *PowerDVD will only allow you to set the regional settings five times until the regional code is fixed. Subsequently, playback of DVD titles will be specific to one region. Some DVD titles may not be region-specific.*

7.1.2   MAIN CONTROLS

Figure 7.1.2.a - Power DVD Main Controls

	Button/Icon	Hot Key	Description
A	Volume controls	+, Q, -	Increase, mute or decrease volume
B	Volume	--	Displays volume level
C	Current media type	--	Displays the current media type
D	Display area	--	Displays DVD title/chapter number and elapsed time
E	About	Ctrl-A	Displays information about PowerDVD
F	Control wheel	--	Explained under Control Wheel, section 7.1.3
G	Help	F1	Accesses online help
H	Eject	Ctrl-E	Ejects discs from CD/DVD-ROM drive
I	Minimize	Ctrl-N	Minimizes user interface to taskbar
J	Power off	Ctrl-X	Exits PowerDVD
K	Navigational slider	--	Visually displays elapsed time. Click along slider to jump to other locations
L	Snapshot	C	Captures video content as bitmap image files
M	Go up/AB repeat	R	Goes up to previous section when navigating DVD title menu selections. Sets points for AB repeat function during playback
N	Next audio stream	H	Switches among available audio streams
O	Next subtitle	U	Switches among available subtitles during playback
P	Full screen	Z	Switches to full screen and back to windows mode
Q	Configuration	Ctrl-C	Configuration settings are all located here
R	i-Power!	F3	i-Power takes you to the Internet directly
S	Skin toggle	Ctrl-T	Toggles between maximized and minimized skin
T	Menu	L	Accesses all available DVD menus
U	Select source	Ctrl-O	Selects media source for playback
V	Menu/number pad	/	Activates/inactivates menu/number pad

7.1.3　MENU/NUMBER PAD
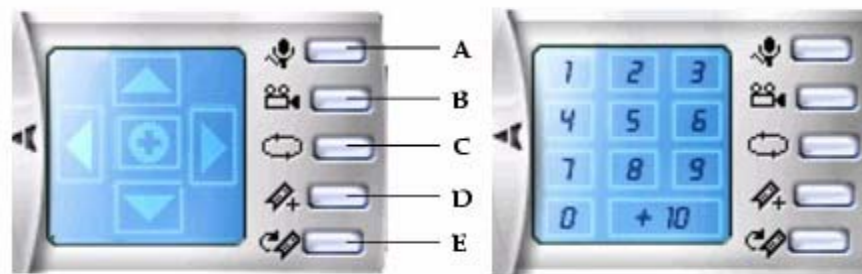
Figure 7.1.3.a - Power DVD Menu/Number Pad

	Button/Icon	Hot Key	Description
A	Karaoke	K	Switches among karaoke modes
B	Next angle	A	Switches among available angles if any
C	Repeat	Ctrl-R	Repeats titles, chapters, songs, etc.
D	Add bookmark	Ctrl-F2	Adds bookmarks for specific DVD scenes
E	Go to bookmark	F2	Directly goes to bookmarked scenes

➲ *The Menu Pad is reserved for DVD usage, while the Number Pad is reserved for Audio. Once a playlist has been created or an audio CD inserted, you can directly enter the number of the disk or track file you want to play. Your number will appear in the display area.*

7.1.4   CONTROL WHEEL

Figure 7.1.4.a - Power DVD Control Wheel

	Button/Icon	Hot Key	Description
A	Shuttle reverse	--	Shuttles reverse at incremental speeds indicated by green point
B	Pause	Space Bar	Pauses playback
C	Step forward	T	Goes to next frame
D	Step backward	Ctrl-B	Goes to previous frame
E	Stop	S	Stops playback
F	Shuttle forward	--	Shuttles forward at incremental speeds indicated by green point
G	Next	N	Jumps to next chapter
H	Play	Enter	Plays media
I	Previous	P	Returns to previous chapter

7.2   PLAYING DVD

1. Insert your DVD disc. Click **Play**. Be sure that the source is correct. If not, click **Select Source** and choose the right drive.

2. A warning message or copyright information will appear depending on the DVD title. Usually, this content cannot be skipped over.

3. After the promotional content, you will be presented with the main menu. With your mouse, select by clicking once.

4. The DVD will begin playing.

5. To use the **Menu Pad**, click the outer button to the farthest right of the user interface and a pad will appear (located to the right of the Control Wheel).

 ➲   Tip: Click Skin Toggle during playback to shrink your skin for easier use.

6. To **Stop** or **Pause**, click them accordingly.

If you click Stop or Exit during playback, and even play other files or DVDs immediately afterwards, the next time you click Play for that specific DVD title, users may resume from the last scene depending on their DVD Auto-Resume setting found in the **Player Setting** configuration. This Auto-Resume feature remembers exactly where you left off and allows users great leeway when playing multiple discs at a time or if prematurely exiting PowerDVD.

 ➲   *If the computer is suspended or in standby mode during playback, the next time the computer is activated, PowerDVD will automatically resume playback from the previous scene.*

7.2.1   NAVIGATING DURING PLAY

7.2.1.1 SHUTTLING FORWARD AND REVERSE

Instead of navigating by jumping from title to title or chapter to chapter, you may navigate the old fashion way by shuttling forward and rewinding.

Click along the outside perimeter for shuttling at various speeds during playback. The green mark will indicate the speed.

Designated points on the left side disclose reverse speeds of 0.5x, 0.75x, 1x, 1.5x, 2x, 3x, 4x, 8x, 16x, 32x. The center point is Pause, while the right side disclose forward speeds of 0.5x, 0.75x, 1x, 1.5x, 2x, 3x, 4x, 8x, 16x, 32x.

8   OFFICE 2003 AND THE TABLET PC

8.1   OFFICE 2003 AND THE TABLET PC

➲   *With the upgrade to* OFFICE 2003, INK *has been integrated into all* OFFICE *products.*

You will notice the INSERT INK ANNOTATION icon on the formatting toolbar in all office applications (Figure 8.1.a)
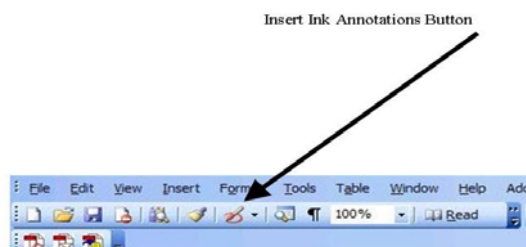

Figure 8.1.a – Insert Ink Annotations Button

INK is integrated directly into programs in OFFICE 2003 Editions, allowing you to access more functions and use ink more effectively for annotating and drawing within your files. INK integration can help you:

- **Add handwritten notes to your work**   Use your Tablet PC and digital pen to annotate slides and documents in your own handwriting. Insert your handwritten notes with ease into WORD 2003, EXCEL 2003, OUTLOOK 2003, or POWERPOINT 2003.

  ➲   *To annotate your e-mail messages in* OUTLOOK 2003, *you must use* WORD 2003 *as your e-mail editor.*

- **Show and hide ink markup**   Use the Reviewing toolbar in WORD 2003, EXCEL 2003, and POWERPOINT 2003 to show and hide ink markups the same way you can show or hide comments and revisions in WORD. If you're using Track Changes, you can selectively view annotations by each reviewer.

- **Word 2003**   Mark up WORD 2003 documents in your own handwriting, annotate directly in the document, or add canvases to insert ink text or drawings. (A canvas is an ink area in your WORD document and you can draw anywhere inside it.) You can also use ink in WORD 2003 comments. Using comments ensures that your annotations remain anchored to the text referred to in the comment, even when someone else edits your document later.

- **Excel 2003**   Add ink annotations or drawings to EXCEL 2003 worksheets. You can use digital ink to emphasize data in a worksheet or to add handwritten notes.

- **PowerPoint 2003**   Use digital ink to emphasize key points during a POWERPOINT 2003 presentation. Or you can add ink drawings and annotations while you're working on slides to provide feedback or capture an idea. POWERPOINT 2003 has updated colors and types of pens to choose from, so your ink comments stand out. You can also highlight parts of the presentation using a new highlighter tool.

- **Anchor your annotations**

  Keep the annotations next to the items you commented on—even when you make changes to the file. IN EXCEL 2003, for example, annotations move as you insert columns, so your ink comments remain over the relevant item. In WORD 2003 your annotations are linked to paragraphs, so when edits are made elsewhere in the document the ink annotations stay in the correct place.

- **Insert drawings**

  In addition to annotating directly in the document, you can insert handwritten drawings in WORD 2003 as you would a picture or a text box. You can use a canvas inside your document for making sketches, which acts like an ink picture. You can have options such as wrapping text around the ink or resizing the canvas.

- **Choose from two ink toolbars**

  Use one ink toolbar for drawing and writing, and another for annotations. Each provides a set of ballpoint pens, felt-tip pens, and highlighters, enabling you to change the color and width of your strokes.

- **Copy and paste objects**

  Copy and paste ink annotations between programs

8.2   INK ANNOTATION BAR
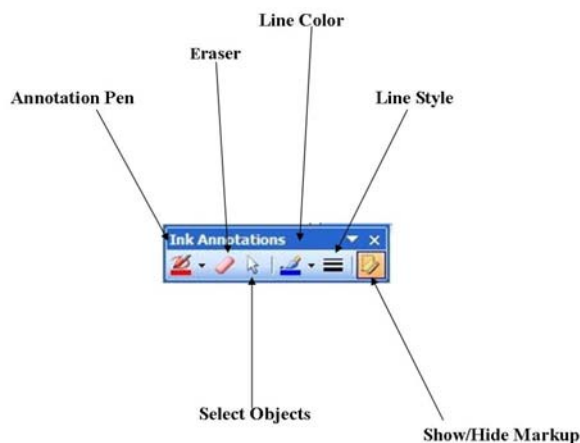
Figure 8.2.a – Ink Annotation Bar

- Annotation Pen: Allows you to choose the type of pen you'd like to use in WORD 2003. Press the drop down arrow to select from Ballpoint, Felt tip, or Highlighter.

- Eraser: Erases Ink

- Line Color: Allows more you to select more ink colors.

- Line Style: Allows you to select line thickness of your ink.

- Select Objects: Allows you to select text or ink in your document and drag to another area.

- Show/Hide Markup: Allows you to show or hide all ink changes made to your document.

8.3   INK ANNOTATION IN WORD 2003

With the Tablet PC, you can use the Tablet PC pen to add to your MICROSOFT OFFICE WORD 2003 documents— in comments, in the content of a document, or as annotations about content that already exists in the document.

8.3.1   MAKE HANDWRITTEN COMMENTS

Use the INK COMMENT command to make handwritten comments. You can view and edit handwritten comments in the comment balloon, and you can view them in the REVIEWING PANE.

Use the INK DRAWING AND WRITING command to create handwritten or hand-drawn content in the document. For example, you can quickly sketch an idea or jot down a thought. You can resize or move the ink in your document in the same way that you would work with a graphic, such as a drawing object (drawing object: Any graphic you draw or insert, which can be changed and enhanced. Drawing objects include AutoShapes, curves, lines, and WordArt.) or a picture.

8.3.2   ANNOTATE A DOCUMENT WITH HANDWRITING

Use the INK ANNOTATIONS command to mark up the existing content of a document, similar to how you would mark up a document that is printed on paper. You can imagine the INK ANNOTATION as a separate layer of content, like an overlay, that you can show or hide.

8.3.3   WRITE DIRECTLY IN A DOCUMENT

The INK ANNOTATIONS toolbar includes buttons for marking up content and for showing and hiding markup.
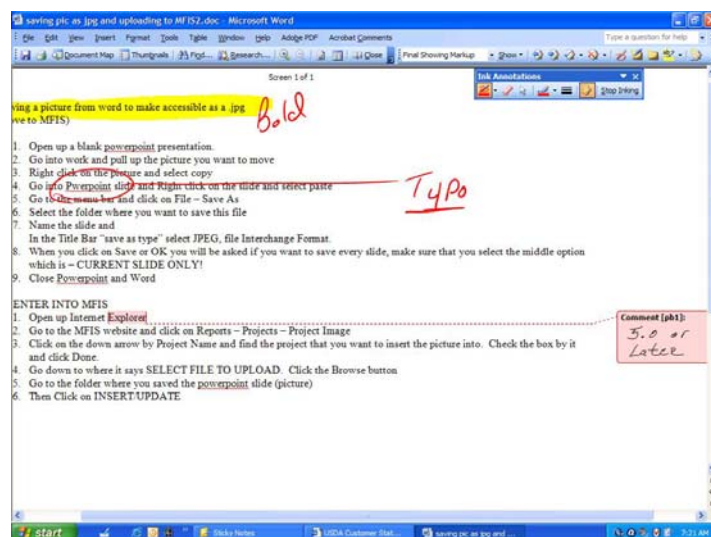

Figure 8.3.3.a – Place Ink Annotations Directly on Content in the Document.

For the alignment of annotations and content to work, the layout of your document is important. Therefore, it is recommended that you insert INK annotations in print layout view, especially if you intend to print the annotations.

➲   *You can mark up a document with ink in reading layout view, but if you expect to print the document or share it with others, use ink comments, or be sure to click [Actual Page] on the Reading Layout toolbar before you add INK annotations (Figure 8.3.3.b).*
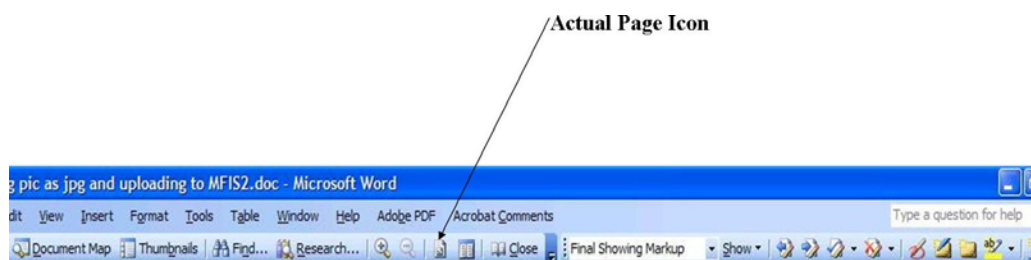
Actual Page Icon

Figure 8.3.3.b – Reading Layout Toolbar

INK annotations are anchored to paragraphs, so that if you add or remove paragraphs before or after the annotation, the annotation remains aligned correctly. However, if you add or remove content in the same paragraph, change margins or font size, or make other changes that change the layout of the document, the annotations may no longer align correctly. This is why the layout of the document is locked when you use INK annotations in reading layout view.

8.4   INK ANNOTATION IN EXCEL 2003

If you are using a Tablet PC and MICROSOFT OFFICE EXCEL 2003, you can use the Tablet PC pen to add ink annotations or drawings to worksheets. You can use ink to emphasize data in a worksheet or to add handwritten notes to the worksheet.

You can add ink anywhere in your worksheet by using INK annotations to make comments or recommendations. INK annotations can be shown or hidden. In addition, you can use ink drawing and writing to add a permanent hand-drawn or handwritten piece of ink to a worksheet.

8.5   INK ANNOTATION IN POWERPOINT 2003

With the Tablet PC, you can add ink to your MICROSOFT OFFICE POWERPOINT 2003 slides with a Tablet PC pen. You can add ink while you are delivering a presentation or while you are editing your slides.

8.5.1   USING INK ANNOTATIONS DURING PRESENTATIONS

One use of ink in PowerPoint 2003 is to take notes with a mouse or Tablet PC pen, which is viewable by the audience during a presentation. You can make comments or answer questions that are asked during the presentation by adding them directly to the slides. Because you can add handwritten notes in PowerPoint 2003, you don't have to switch to another program, use a keyboard, or take notes on paper. The ink you add is immediately visible to the audience. You can use ink to emphasize portions of the presentation by highlighting or circling relevant text and graphics on the slides.

You can keep the ink that you add during a presentation. This allows you to reference handwritten notes so that you can edit or update your slides for future presentations. You also have the option of turning on or off ink annotations.

8.5.2   USING INK WHILE CREATING OR EDITING PRESENTATIONS

When you are creating or reviewing slides, you can add ink drawing and writing to emphasize certain portions of a slide during a presentation. Additionally, you can use handwriting or hand-drawn pictures to quickly design the overall layout of the information you want to convey on the slide. For example, you can draw a chart graphic that will be replaced with a MICROSOFT EXCEL chart when you finalize your slide. You might also send the slides to other people using a Tablet PC to add their review comments in ink.

➲   *Ink drawing and writing is viewable at all times, and you cannot edit the ink in Slide Show view unless you use ink annotations.*

You can insert ink when you are in the following MICROSOFT OFFICE POWERPOINT 2003 views:

- Normal view

- Notes Page view

- Slide Master view

- Handout Master view

- Notes Master view

- Slide Show view (Figure 8.5.2.a)
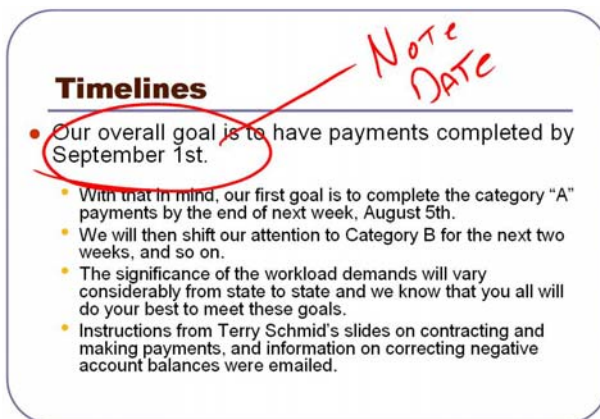
Figure 8.5.2.a – Slide Show View

➲   *You can't insert ink in Slide Sorter view. To add ink in Slide Show view, you must first place your Tablet PC pen or mouse over the lower part of the slide, tap or click the arrow on the Slide show toolbar, and then tap Ballpoint Pen, Felt Tip Pen, or Highlighter.*

Once your presentation is complete, you have the option of saving your ink annotations or discarding for the next session (Figure 8.5.2.b).
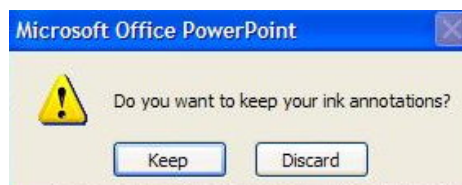
Figure 8.5.2.b – Keep Option Dialog Box

8.6   INK ANNOTATION IN OUTLOOK 2003

➲   *You must be running MICROSOFT OFFICE 2003 on a Tablet PC to use this feature.*

You must use MICROSOFT WORD as your e-mail editor for HTML format messages to insert ink into an e-mail message.

- Turn WORD on as your default e-mail editor in HTML format for all new messages.

- From the main MICROSOFT OUTLOOK window, tap [Options] on the **Tools** menu, and then tap the [Mail Format] tab.

- In the **Compose in this message format** box, click [HTML].

- Select the [Use MICROSOFT WORD to edit e-mail messages] check box.

- Turn WORD on as your e-mail editor for one new message.

- From the main MICROSOFT OUTLOOK window, point to **New Mail Message Using** on the **Actions** menu, and then tap [Microsoft Word (HTML)].

➲   *This command is available only if you are not already using WORD as your e-mail editor.*

- In the message, tap where you want to write or draw.

➲   *You can insert ink only in the body of the message. Other information, such as names in the To box and a title in the Subject box, must be typed text.*

- On the **Insert** menu, point to **Picture**, and then tap [Ink Drawing and Writing].

- Write or draw your e-mail message.

- When you are finished, tap [Stop Inking] on the **Ink Drawing and Writing** toolbar (To display a toolbar, click [Customize] on the **Tools** menu, and then click the [Toolbars] tab.).

8.6.1   CONVERTING JOURNAL NOTES TO OUTLOOK EMAIL MESSAGES

➲   *You must be running MICROSOFT OUTLOOK on a Tablet PC to use this feature.*

You can insert handwriting from a MICROSOFT WINDOWS JOURNAL NOTE into a MICROSOFT OUTLOOK e-mail message. To insert ink selected from WINDOWS JOURNAL into an OUTLOOK e-mail message, you must have OUTLOOK installed and set up on your computer.

➲   WINDOWS JOURNAL *automatically converts your handwriting to typed text before inserting it into OUTLOOK. During the conversion process, you can correct the text.*

- Open the WINDOWS JOURNAL NOTE that contains the handwriting that you want to use.

- Select **the handwriting** that you want to insert into the e-mail message.

- On the **Standard** toolbar tap [Selection Tool].

- Draw a loop around the ink that you want to select.

- On the **Actions** menu, click [Convert Selection] to E-mail.

- Set text formatting options, if necessary.

- In the **Convert to E-mail** dialog box, tap [Options].

- Tap to select or clear one of the following options:

    - **Preserve line breaks from notes**: If your selection consists of several lines, these lines are preserved in the **Converted** text box and in the output text. Select this check box when you are converting writing in which line breaks are important, such as a list or a poem. Clear this check box when you are converting paragraphs in which the line breaks are not important.

    - **Display converted text in large font:** The text in the **Converted** text box appears in a large font. This does not affect the size of the output text.

    - **Include selected ink:** The ink you selected is attached to the e-mail message as an image file.

- Correct your text by using the **Alternative** list, if necessary.

- In the **Converted** text box, tap a word that is recognized incorrectly. If a word is marked with a green background, it is likely that you need to correct it.

- The handwriting that corresponds to the word you tapped appears in the **Ink from Note** box. The handwriting is also selected in your note to provide context for the text that you are correcting.

- In the **Alternative** box, look for the correct word. If you find it, tap the word, and then tap [Change].

- Correct your text by using MICROSOFT TABLET PC INPUT PANEL, if necessary.

- On the MICROSOFT WINDOWS taskbar, tap TABLET PC INPUT PANEL.

- Tap the [Keyboard] tab.

- In the **Convert to E-mail** dialog box, in the CONVERTED text box, drag to select a word. You can also tap to set an insertion point.

- In INPUT PANEL, use the on-screen keyboard to correct your text.

- Tap [Convert].

- The converted text automatically appears in the e-mail message that you selected.

- You can convert ink into text only when handwriting recognition is turned on in WINDOWS JOURNAL. In WINDOWS JOURNAL, you can turn on or off handwriting recognition on the Other tab in the OPTIONS dialog box.

➲   *You can't convert ink that is written with a highlighter.*

9　TABLET PEN

You can enter and access information on the Tablet PC by pen, command controls, the on-screen keyboard, or the Tablet PC keyboard or external USB keyboard. An optional external mouse can be connected to a USB connector on the Tablet PC, an optional Docking Station, or some external USB keyboards.

9.1　USING THE TABLET PEN

All MICROSOFT WINDOWS based programs will run on your Tablet PC computer. You can use the pen to move around in your programs the same way you would normally use a mouse. You can open programs, make selections and drag items

You can write with the pen in pen-specific applications such as JOURNAL and TABLET PC INPUT PANEL. The information you write on the screen with the pen can be filed, searched, and shared among most WINDOWS applications.

To protect the pen when you are not using it insert the pen tip first, into the pen holder on the Tablet PC as shown in Figure 9.1.a. To remove, press the top of the pen to release it.
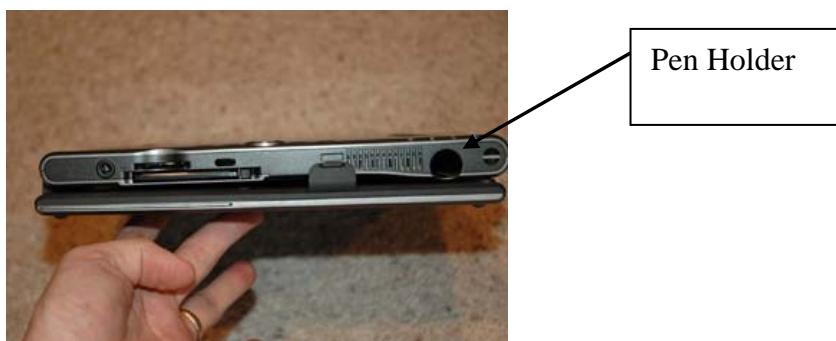

Figure 9.1.a – Pen Holder

9.1.1　IDENTIFYING THE PEN TIP AND PEN BUTTON

The pen interacts with the Tablet PC whenever the tip of the pen is within 1/2 inch from the screen. The pen button emulates the functions of the right-click button on an external mouse.
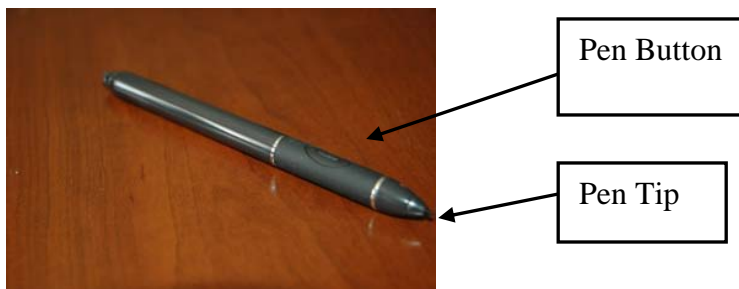

Figure 9.1.1.a – Pen Tip and Button

9.1.2 HOLDING THE PEN

Hold the pen as if you were writing with a standard pen or pencil. Position your hand on the pen so that you will not accidentally press the pen button.

As you monitor the movements of the pen, focus on the pointer, not on the tip of the pen.

Mouse	Pen
Single-click	Single-tap
Double-click	Double-tap
Right-Click	Right-click equivalent

Figure 9.1.2.a – Comparing Mouse to Pen

- To select an item on the screen as you would with the left button of an external mouse, tap the item with the tip of the pen.

- To double-click an item on the screen as you would with the left button of an external mouse, tap the item twice with the tip of the pen.

- To select an item as you would with the right button of an external mouse; press and hold down the pen button, then tap the item with the tip of the pen.

9.1.3 PERFORMING OTHER PROCEDURES WITH THE PEN

In addition to emulating mouse clicks, the pen can be used for the following tasks:

- To display the pointer location, hold the pen tip immediately over any location on the Tablet PC screen without touching the screen with the pen tip.

- To display the menu options related to an item on the screen, tap the screen with the pen tip.

- To write with the pen, write on the screen with the tip of the pen.

- To press a pen-activated button, tap the button with the tip of the pen.

9.1.4 PRESSURE – SENSITIVITY

The Tablet PC pen is equipped with a pressure-sensitive feature. This means that you can manipulate the pen to create lines of various thicknesses, depending upon the amount of pressure you use to write.

The pen can function at the default calibration or at a calibration set by another user. However, Motion Computing highly recommends that you use the pen only while it is calibrated to your personal handwriting and mouse action motions. Calibration optimizes pen performance for all users and particularly for left-handed users.

9.2   CALIBRATE THE PEN

To Calibrate the Pen:

- Click [Start] ➔ [Control Panel] ➔[Tablet PC and Pen Settings].

- Select the [Calibrate button].

- Follow the instructions on the screen.

- Tap the pen in the exact center of each of the calibration markers. The calibration markers are displayed on the screen as plus signs (+) on each corner of the screen.

- Be sure to calibrate the pen for use in both portrait and landscape orientations.

9.3   SETTING PEN PREFERENCES

Pen preferences are set in the TABLET PC and PEN SETTINGS window of the operating system (Figure 9.3.a). The preferences include settings that optimize handwriting recognition and the location of on-screen menus for either right-handed or left-handed users. To access the pen settings, click [Start] ➔ [Control Panel] ➔[Tablet PC and Pen Settings] ➔[Pen Options]. Alternately, you can activate the Dashboard software to activate the settings.
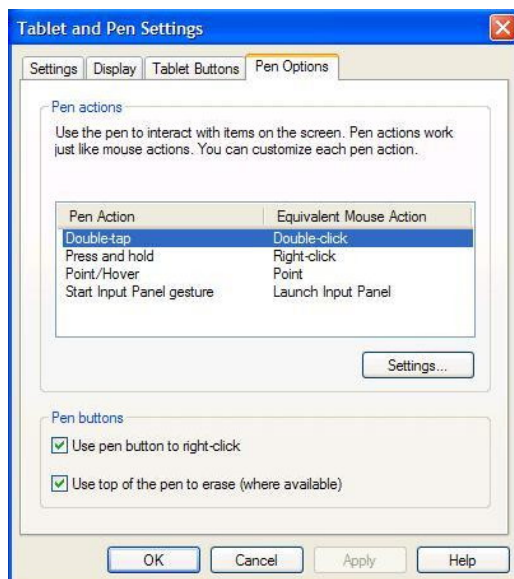

Figure 9.3.a - Tablet Pen Options

The preferences you set in the TABLET PC and PEN SETTINGS window are specific to the pen and the Tablet PC.

Pointing device preferences, such as pointer speed, click speed, and mouse trails that apply to any pointing device in the system, are set in the MOUSE PROPERTIES window.

9.3.1   PROGRAMMABLE COMMAND CONTROLS

To assign or change the function of a programmable command control:

- Click [Start] ➜ [Control Panel] ➜[Tablet PC and Pen Settings] ➜ [Tablet Buttons Tab].

- In the **Button Settings For** field, select the view in which you want to use your preference.

- In the **Tablet Button** list, select the button you plan to assign.

- Select the [Change] button. (The BUTTON ACTION dialog box opens.)

Select your preference in the BUTTON ACTION drop down menu. To save your preference, select the [OK] or [Apply] button.

9.3.2   RETURNING ALL COMMAND CONTROLS TO DEFAULT SETTINGS

To return the settings on all command controls to their default settings:

- Click [Start] ➜ [Control Panel] ➜[Tablet PC and Pen Settings] ➜ [Tablet PC Buttons Tab].

- In the **Button Settings For** field, select the view in which you want to change all command controls to their default settings.

- Select the [Reset] button. (All command controls are returned to their default settings only in the orientation currently selected.)

- Select the [Apply] button, then select [OK].

9.3.3   SELECTING A VIEW

In the Primary Portrait and Secondary Portrait views, the image is displayed vertically, in portrait orientation. In the Primary Landscape and Secondary Landscape views, the image is displayed horizontally, in landscape orientation.

- A portrait view is often optimal when you are using the Tablet PC as a handheld.

- A landscape view is often optimal when you are displaying the image on an optional external monitor or projector.

- In the primary views (Primary Portrait and Primary Landscape), the image switches **clockwise** between vertical and horizontal. In the secondary views (Secondary Portrait and Secondary Landscape), the image switches **counterclockwise** between vertical and horizontal.

- Left-handed users may find the secondary views more convenient.

10 WIRELESS AND DIALUP CONNECTIONS

10.1 CONNECTING THROUGH A WIRELESS DEVICE

➲ *Wireless must be enabled in BIOS before these steps can be completed. This should have been done when the tablet was built.*

➲ *If you cannot view wireless connections, contact your next level of IT support to have the connection enabled in Network Connections as this requires an administrative account to complete.*

➲ *Instructions on connecting through a wire connection are found in Appendix C.*

The wireless device on the LE1600 tablet cannot be enabled through the Dashboard software. It must be manually turned on by pressing the wireless on/off switch located on the top left side of the tablet above the power switch, Figure 10.1.a.

Wireless on/off switch

Figure 10.1.a - Wireless On/Off Switch

Once enabled you will see the wireless LED light flash on the right side of the tablet, as shown in Appendix A, Figure A.2.a.

If the Dashboard software is opened, you will also see a checkmark in the "**Enable Internal 802.11 Wireless Radio**" box under the wireless settings, Figure 10.1.b. This is informational only, you are not able to enable or disable wireless through the Dashboard software, nor are you able to check either of these boxes.

Figure 10.1.b - Motion Dashboard Wireless Settings

Once wireless connections have been enabled, you will see a pop-up window on the task bar notifying you of available connections, Figures 10.1.c and 10.1.d.

- *You may get the message that no wireless connections are available, but often times, there will be a connection available once you open them.*
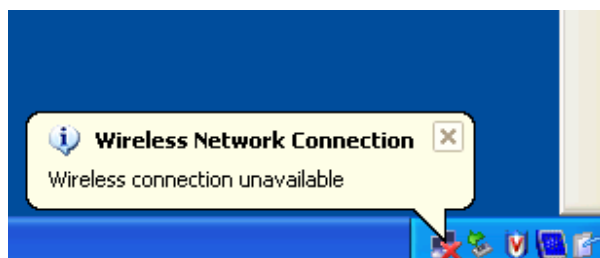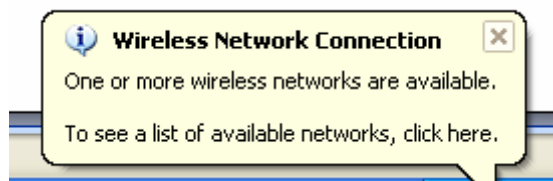

Figure 10.1.c - No Wireless Connection Available

Figure 10.1.d - Wireless Connections Available

Additional information on Wireless Connections is found in Appendix C.

10.2   DIALUP NETWORKING

Dial-Up networking will be used to access the network, e-mail and the Internet using a phone line connection. Before Dial-Up networking can be used, it must be configured.

➲   *Your IT staff may have pre-configured dial-up networking. You may be able to go directly to the steps in 10.2.2 to Use Dial-Up Networking.*

➲   *If you create dial-up connection as a regular user, only you will be able to use this connection. Another user will either have to configure a dial-up connection using the steps in 10.2.1 or use the connection configured by the IT staff.*

10.2.1   STEPS TO CONFIGURE DIAL-UP NETWORKING

Dial-Up Networking should already have been configured. These instructions show how to check to make sure it has been. If it hasn't been, contact your IT Staff Member.

1.   Logon to the computer with your domain account.

2.   Right click on [My Network Places] and select [Properties].

3.   Under Network Tasks in the navigation pane, click [Create a New Connection] (or click [File] ➜ [New Connection]).

4.   At the NETWORK WIZARD screen, click [Next].

5.   Select [Connect to Network at Workplace] and click [Next].

6.   Select [Dial-Up Connection] and click [Next].

7.   Type a **name for your connection** (i.e. RD-9, FSA-9 or NRCS-9) and click [Next]. For example, if you are setting up a connection that requires a 9 before the number, then name this one Agency-9.

8.   Type the **phone number for the connection** and click [Next].

   • For FSA -- 18776833106
   • For NRCS – 18884376716
   • For RD – 18005582447

   Special characters to include in your phone number settings when applicable:

   • 8, (When you need an 8 to access an outside line)
   • 9, (When you need a 9 to access an outside line)
   • *70 (To disable call waiting, where needed)

9.   Click [My Use Only] and then click [Next].

10. Click [Finish] to complete the initial setup.

11. On the CONNECTION screen, click [Properties]. If the connection screen was not automatically displayed in the My Network Places window, right click on the Connection you just made and select [Properties].

12. On the GENERAL screen, check the phone number to ensure it is correct for the session chosen (for the agency and with the dialing prefix*).*

13. On the OPTIONS screen, click to select [Redial if line is dropped].

14. On the SECURITY screen, click the check boxes for [Show terminal window] and [Run script]. Use the drop down arrow to choose the appropriate script for the agency (i.e. kcppp for RD and NRCS, ppptac02 for FSA).
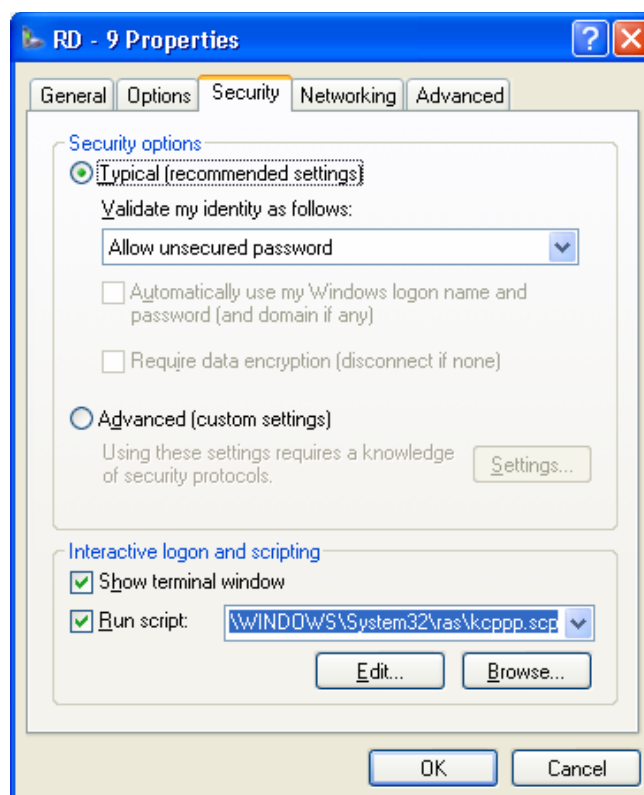

Figure 10.2.1.a – Dial-Up Networking Properties

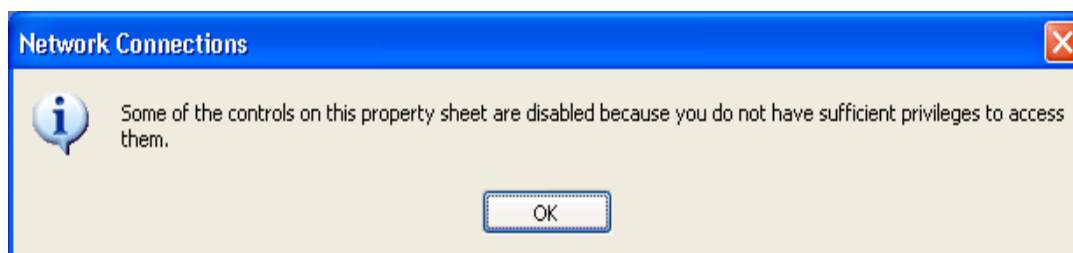15. Click on the [Networking] tab, you will receive the following window

Figure 10.2.1.b – Networking Permission Dialog

16. Click on [OK].

17. On the NETWORKING screen, click on [Internet Protocol (TCP/IP)] to highlight and click on [Properties].
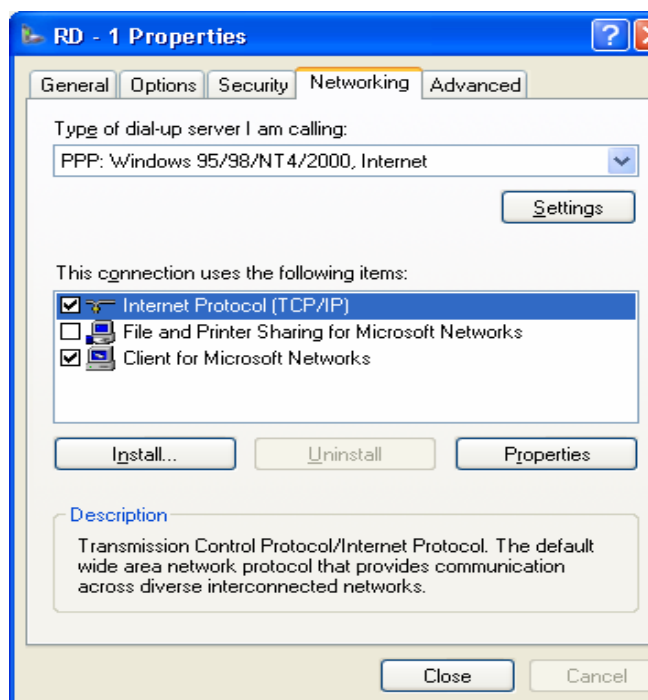
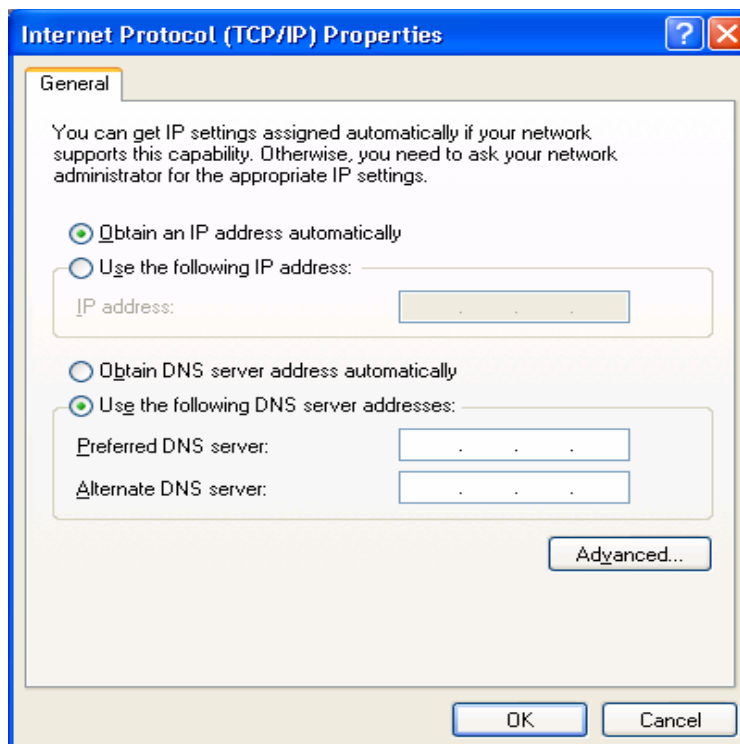**Figure 10.2.1.c – Networking Screen of Dialup Properties**

Figure 10.2.1.d – Internet Protocol (TCP/IP) Properties

18. In the DNS Section, select [Use the following DNS server addresses:].

19. Input the appropriate DNS entry from the following for Preferred DNS Server:

Ageast:	165.221.20.16
Agcentral:	165.221.20.17
Agwest:	165.221.20.23
Aglo:	Contact ITS for your location.

20. Input your Home Domain Server IP address for the **Alternate DNS Server**.

21. Click [OK] to accept the settings.

22. At the NETWORK CONNECTIONS screen, right click on the **connection created** and choose [Create Copy].

➲ *Complete the above step twice to make two copies.*

23. Right click on the **copy of connection** and choose [Rename]. Rename the connection as appropriate for the prefix. Right click on the **connection** and click [Properties]. **Edit the phone number** to have the appropriate prefix and click [OK]. Repeat these steps for all connections.

Name	Type	Status	Device Name	Phone # or Host Address
Dial-up				
RD	Dial-up	Disconnected	Agere Systems AC'97 Mo...	18005582447
RD-8	Dial-up	Disconnected	Agere Systems AC'97 Mo...	8,,18005582447
RD-9	Dial-up	Disconnected	Agere Systems AC'97 Mo...	9,,18005582447

Figure 10.2.1.e – Dial-up Status Screen

24. Click [OK] to close the TCP/IP properties window. Your connection will now be available for use.

10.2.2 USING DIAL-UP NETWORKING

Once the Dial-Up connection has been created, shortcuts to the connection can be added to the desktop or Quick Launch Toolbar.

The LE1600 Tablet PC's do not contain an internal modem. The external USB modem, Figure 10.2.2.a can be attached to any available USB port on the tablet or FlexDock docking station. A standard RJ-11 analog phone line will complete the connection.

➲ *Do not attach a digital phone line to the USB modem. This could damage the device and render it inoperable.*

At this time the FSA and RD VPN accounts that are provided for using the VPN connection can also be used for Dial-Up Networking.

When using the VPN account for Dial-Up Networking the following values will be used in the "Username" field.

RD: vpnaccountname@vesta (example first.last@vesta)

FSA: vpnaccountname@tac1 (example firstinitial.last@tac1)

At this time NRCS utilizes a Mobile Access System (MAS) account as the Dial-Up Networking account in the format of masuserid@telspec and is not associated with the VPN account.

Figure 10.2.2.a - USB Modem

To use Dial-Up Networking:

1.   Logon to the computer using your domain account.

2.   Plug a phone cable into the modem on the computer.

3.   Double click the shortcut for the Dial-Up connection (or right click on My Network Places and double-click on the shortcut for the connection).

4.   Click [Dial].

5.   After the Dial-Up Terminal window is displayed, enter your username and press <Enter>, then enter your password and press <Enter>.

6.   For NRCS employees, at the NL-CS> prompt type: *ppp default* and press <Enter>.

7.   Click [Done] after the IP address has been assigned and miscellaneous characters appear on the screen.

➲   *To disconnect the connection, right click on the active connection in the system tray and choose disconnect. Alternatively, you can right click on My Network Places, right click on the connection and choose disconnect.*

➲   *When connected using Dial-up Networking, you will have access to your F and S drives on your home server automatically. The H:\ drive is not mapped automatically. To map a drive to your firstname.lastname folder on your home server, you will need to map this manually, as outlined in Section 5.8 of this guide. You will have to pick a drive letter other than H:\ to map your firstname.lastname folder to when using Dialup Networking.*

Appendix A. MOTION COMPUTING LE1600 TABLET PC COMPONENTS

A.1   Tablet Buttons

Figure A.1.a - LE1600 Buttons Explained

Motion Computing Tablet LED's Buttons, Connectors and Other Components	
Wireless On/Off	Alternately turns wireless on and off; makes it easy to disable wireless on airplanes (button must be pressed and held for ½ second to take effect).
Pen Bay	Storage area for the Motion digitizer pen; located at upper right edge. A pen tether attachment point is located directly above the pen bay.
Power LED	Displays power status; lights blue when power is on, blinks blue on low battery.
Battery LED	Displays battery status; lights amber when battery is charging, blinks blue when in stand by state.
Disk Drive LED	Displays disk drive (DD) activity – blinks blue.
Wireless LED	Displays wireless 802.11 and Bluetooth activity; white for 802.11, blue for Bluetooth. (see note)
On-Screen Keyboard	Starts the on-screen keyboard.
ritePen	Starts the ritePen application.
Five-way directional control button	Scrolls up/down/right/left + enter.
Dashboard	Opens the **Motion Dashboard.**
Rotate Display	Changes the Tablet Client display orientation.
SAS Button	Ctrl-Alt-Delete.

Motion Computing Tablet LED's Buttons, Connectors and Other Components	
Microphones	Work at a natural distance; disabled when an external microphone is plugged in
PC Card Slot	Hold one Type-II PC Card for memory expansion, Smart Card.
SD Card Slot	Holds one SD-type card, for memory expansion (SDIO Compatible).
Infrared (IrDA) Transceiver	An infrared transceiver built into the Table Client. Allows communication with other devices compliant with the IrDA standard. Effective range is approximately 3 feet.
Power Switch	Turns the Tablet Client on and off, can be configured to activate stand-by mode.
DVI-D Connector	A digital video interface digital connector for attachment to a digital video interface monitor. An optional DVI-D cable is required. To use a digital video interface monitor you must use this cable with your Tablet Client.
AC Power Port	AC point of connection for the AC adapter.
RJ-45/LAN	Standard RF-45 connector for a 10/100/1000 Mbps network.
VGA Connector	Located under plastic cap. A standard DB-15 monitor connector for an external monitor, projector, or other VGA device
Docking Connector	Connects the Tablet Client with the Motion FlexDock for the LE Series (Shown in Figure 2.1.2.c).
USB Ports (2)	Universal Serial Bus; a port for connection USB 2.0 devices.
Audio Input/Output (s)	Microphone and headset plug; 3.5 mm plug.
Speakers (2)	Integrated speakers that are muted when you connect a headset or external speakers.
Fingerprint Reader	Swipe-type sensor for scanning fingerprints. (see note)
Ambient Light Sensor	Measures the background light and automatically balances display brightness.
Air Vent	Active cooling system vent dissipates heat from the Tablet Client side and back (not pictured in illustration).
External Battery Connector	An external battery connector is included on the backside of the Tablet Client. It is located under a sliding panel in the upper center of the chassis. The sliding panel must be opened before attempting to attach the Extended Battery.

➲   *Bluetooth and the Fingerprint Reader are not supported on the USDA image at this time.*

Description of Docking Side to Tablet Client

The following illustration shows the connectors and attachment points on the docking side of the Tablet Client
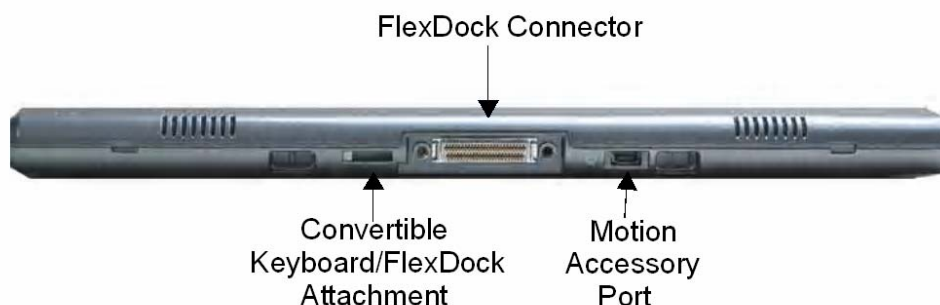

Figure A.1.b - Rear side connections

FlexDock Connector: There is a FlexDock connector at the bottom edge of the Tablet Client. You must remove the plastic cover to access this connector. The connector mates with the corresponding connector on the FlexDock for the LE series to provide the required signal connections when the Tablet Client is "docked".

Motion Accessory Port: The Motion Accessory Port is for connecting input/output devices directly to the Motion Tablet Client, or to the FlexDock for the LE series when the Tablet Client is mated to the FlexDock. For example, this is the port for attaching the optional DVD/CD-RW drive to the tablet client. All power to the drive is provided through this port.
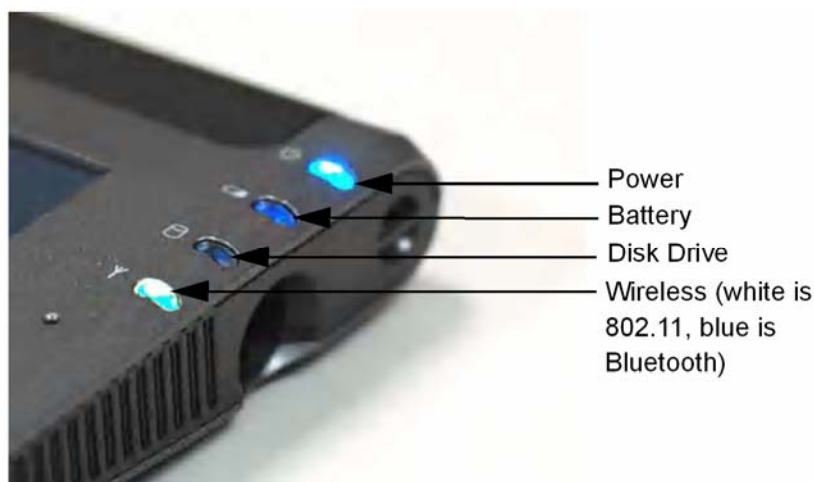
A.2　　LED Lights

Figure A.2.a - LED lights explained

Front Panel Status LEDs		
LED	Description	Status
Power/Stand By	Steady Blue	Tablet Client is On
	Flashing Blue	Tablet Client is in Stand By
Battery Status	See Front Panel Battery Status Below	
Disk Drive	Flashing/On	Some DD Activity
	Off	No DD Activity
Wireless Activity	Independently flashing white and blue	Wireless is on: White=802.11 Blue=Bluetooth
	Off	Wireless is Off

Appendix B. DOCKING THE MOTION COMPUTING TABLET PC IN THE FLEXDOCK DOCKING STATION

1. Pull the top portion of the FlexDock up to the desired viewing angle.

Figure B.a - FlexDock

Figure B.b – Crossbar on FlexDock

2. Lift and slide the crossbar on the FlexDock forward to support the desired viewing angle.

3. Verify that the FlexDock is in Landscape mode with Motion Computing logo horizontal and the docking connector on the bottom.

Figure B.c – Viewable Angle of Landscape Mode

4. Following is a view of the docking connector.

Figure B.d – View of Docking Connector

5. With the docking connector of the Tablet PC pointing down, gently slide the PC
    Tablet into the FlexDock until it clicks into place. Spring tabs on each side secure it
    in place.

Figure B.e – Picture of Docked Tablet

B.1 Attaching the Convertible Keyboard

To attach the convertible keyboard, you will need to remove the plastic cap covering the docking connector on the back of the tablet. On the keyboard, manually pull up the support guides. Align the table with the guides and snap the tablet into place. You will encounter some resistance. This is normal.

To release the keyboard, slide the release button shown in Figure 3.1.a to the right and lift the tablet from the keyboard. You must slide the support guide button forward to lower the support guides. These cannot be manually lowered.

The keyboard can be detached and clipped to the tablet when not in use. Do not clip the two together with the tablet facing the keyboard, as this could damage the monitor. Once the tablet has been detached from the keyboard, lay it flush against the keyboard and snap into place.
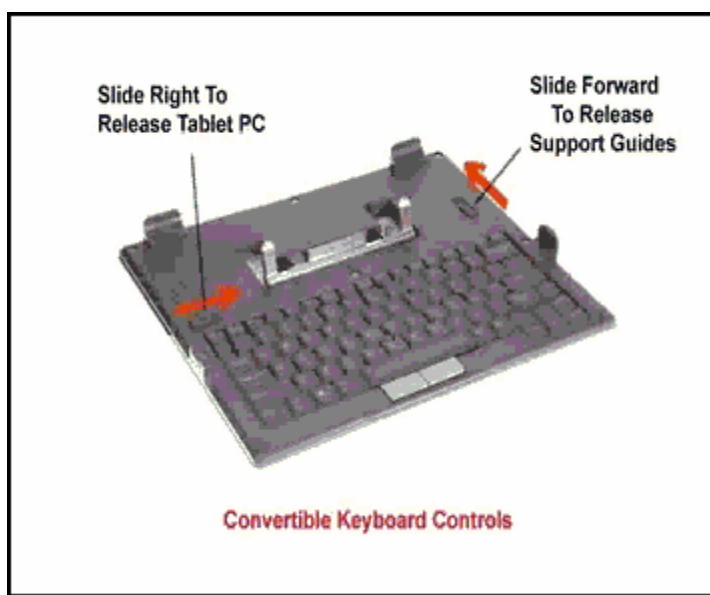

Figure B.1.a - Convertible Keyboard Controls

B.2 Attaching Peripheral Equipment

The Motion Computing LE1600 tablet is shipped with an external DVD/CD-RW drive, and USB modem. The following sections will guide you through the installation of the peripherals and drivers.

B.2.1 Connecting the DVD/CD-RW Optical Disc Drive to the Motion FlexDock

There are two possible ways to connect the DVD/CD-RW drive to the Motion FlexDock. The drive is shipped with an external power adapter and USB cable as well as a Motion Accessory Cable, Figure B.2.1.a

If using the external power adapter and USB cable, verify that the drive is connected to AC power and that the device is turned on. Then connect the drive's USB cable to the Motion FlexDock through any USB port

When connecting the DVD/CD-RW drive with the Motion Accessory cable, Figure B.2.1.a, no external power source is required. Attach the Motion Accessory Cable to the AC port on the DVD/CD-RW drive. Attach the USB cable to the USB port on the DVD/CD-RW drive and to the Motion Accessory Port on the FlexDock or tablet.

Figure 3.2.1.a - Motion Accessory Cable

B.2.2   Connecting an External Monitor to the Tablet PC

Connecting an External Monitor to the Tablet PC

To connect an external monitor to the Motion Computing Tablet, remove the plastic cap located on the side of the tablet. Attach a standard DB-15 monitor connector for an external monitor, projector, or other VGA device.

If the tablet is docked in the FlexDock station, an additional port is available on the back of the FlexDock.

➲   *The monitor will only act as an extended display unless the Dashboard Software is installed.*

Appendix C. WIRELESS COMMUNICATIONS:

The following provides information on the Wireless technology that is available on the LE1600 Tablet.

➲ *The use of Wireless technology on the ITS systems requires the use of a VPN account so that a secure connection can be created.*

➲ *There are Security risks involved with using Wireless technology. The information being provided is just an overview of this capability. It will be up to the Agency to determine what employees will be granted the capability.*

➲ *Enabling the wireless technology requires several administrative steps. Contact an ITS Staff Member for the procedures.*

➲ *It is important to disable the wireless connection on the Laptops and Tablets when using them on a plane – See Appendix C.6. For the LE1600 Tablet, you can simply turn off the connection. See Figure 10.1.a of Section 10.1.*

C.1   Policy Regarding use of Wireless Access

A Departmental working group is currently developing policy regarding the setup and configuration of wireless networks for our offices. For now, wireless networks are not supported in any of the Field Service Centers or State Offices.

Wireless communications can be used when a user is in need of data communications support on their Laptop or Tablet PC, when away from the office. This could occur in Hotel/Motels, Airports, Wireless Hotspots, Libraries, Bookstores, or at home to name a few examples.

The following steps are provided as an overview on setting up the wireless capability.

C.2   Enable Bios Setting for Wireless Adapter (Tablet PCs Only)

1. Access the **BIOS** settings by pressing <F2> during startup**.**

2. Choose [Internal Wireless] Option on the Bios Menu.

3. Change the Wireless LAN to [Enabled]**.**

C.3   Enable Wireless Adapter (Laptops and Tablet PCs)

1. Log in with an "Administrative" account.

2. Right click on [My Network Places], then click on [Properties].

   In the "LAN or High-Speed Internet" section, right click on [Wireless Network Connection], then click on **[Enable]**. Once enabled, the Status will change from "Disabled" to "Wireless connection unavailable".

C.4   Configuring the TCP/IP Properties (Laptop and Tablet PCs)

1. Right click on [Wireless Network Connection] again, and then click on
   [Properties].

2. In the "This connection uses the following items:" section, click on [Internet Protocol
   (TCP/IP)], then click on [Properties].

3. Under the "General" tab, select [Obtain an IP address automatically], if not already
   selected.

4. Click on the radio button in front of [Obtain DNS server address automatically].

   ➲ *It has been found if you input a Preferred and Alternate DNS server IP Address
   for the CCE domain, then you are not able to do any web browsing without a
   VPN connection. In other words, you have to bring the VPN connection up first
   and then you are able to perform web browsing.*

5. Click on [OK].

C.5   Turn Off Wireless Connection

Remember: It is important to turn off the wireless connection when using the tablet on a plane.
You will want to disable the wireless connection when you return to the office so that you do not
receive the information bubble indicating that a wireless connection is not available, see section
8.2.

In order to disable the wireless connection on the Gateway/HP Laptops and Tablet PCs, you
must perform the following:

C.6   Use of Wireless Devices on Planes

From an article by Elizabeth O. Cooper entitled "How to Welcome Wireless Devices in the
Friendly Skies: Electrical and Computer Engineering Professor Studies How Wireless
Computers Interfere With Airplane Communication Systems":

While cell phones, wireless local area networks and other portable electronic devices (PEDs)
have improved travelers' accessibility and productivity, they can also inadvertently cause
electromagnetic interference to aircraft navigation and communication radio systems, thereby
potentially endangering all on board. According to Linda Vahala, associate professor of
electrical and computer engineering at Old Dominion, PEDs may emit electromagnetic waves,
with their signals detected by the various radio receiver antennas installed on the airplane.
Electromagnetic waves, in certain frequency windows can interfere with the GPS position
detailing the plane's position and direction, as well as its VHF system used for communication

"Phones, computers and other electronic devices must be turned off within 10,000 feet of the ground," Vahala notes. "Wireless cards inside a computer or personal electronic device can interfere with antennas on the plane."

Ï *There is research being done to find a way to be able to provide wireless service on planes. It is anticipated that there would be a fee for the service. Until this option becomes available, you must turn off the antenna or disable the wireless connection when using your laptop or tablet PC when flying.*

C.7 Wireless Communications Helpful Hints

C.7.1 VPN Software for Secure Connection

When using wireless communications or direct high speed access in non USDA locations, there are valid concerns on the security of the connection. USDA has Virtual Private Network (VPN) software that must be used in order to access any USDA location, such as Exchange mail, network drives to the CCE Computers, etc. when using the wireless connection. The VPN software provides a secure tunnel (connection) so when accessing these systems we have reduced the Security risk.

When accessing the Internet or a network outside of USDA it is extremely important that the CCE computer that you are using stays current with the Microsoft Patches and Virus Definition Updates.

C.7.2 Wireless Connections

The following is an example of the information bubble that may pop up in the task bar giving you a status of the Wireless Network Connection. If you are in your office and did not turn off the wireless connection you may periodically get the information bubble.

Figure C.7.2.a - Wireless Network Connection Information Bubble

The following information text box is an example when the connection is present. You are presented the text box when you move your mouse over the connection icon in the task bar.
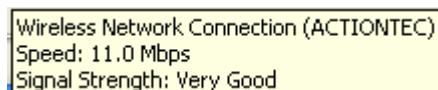

Figure C.7.2.b - Wireless Network Connection Information Screen

To view available wireless connections, right click on the **Wireless Network Connection Icon** in the lower right area of the task bar. Select, **[View Available Wireless Connections]**. You will then receive the Wireless Network Connection status window. In the following example there are several wireless networks available. With some wireless networks you have to click on the "Allow me to connect to the selected wireless network even though it is not secure" checkbox and then click on **[Connect].**
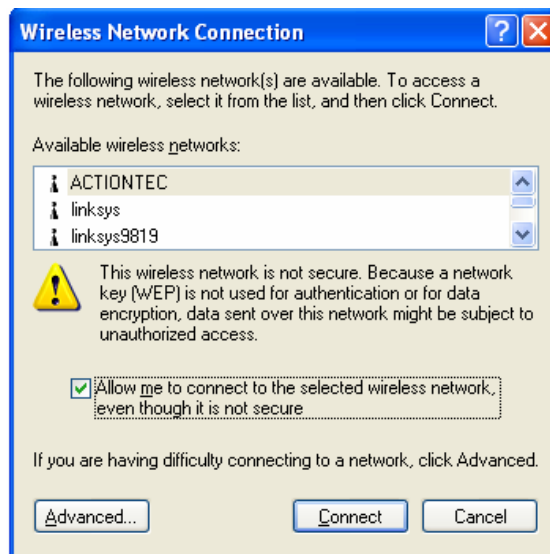
Figure C.7.2.c – Available Wireless Networks Screen

Clicking on the **[Advanced]** button provides you the "Wireless Network Connection Properties" window.

There are several areas of the following status window that is helpful in managing the wireless connections.
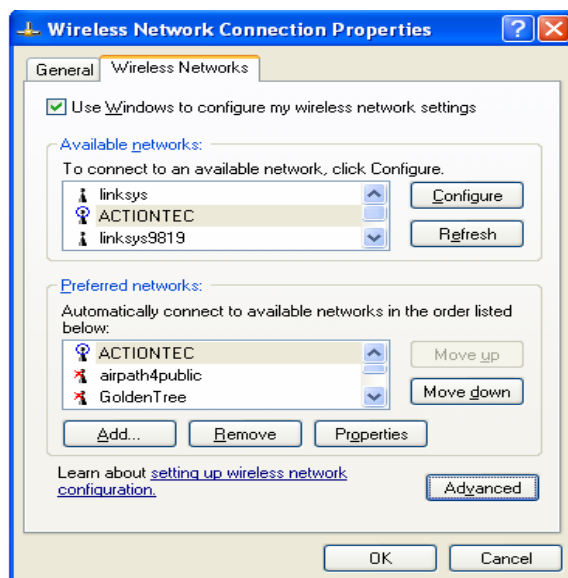

Figure C.7.2.d – Wireless Network Connection Properties Screen

Available Networks: Shows you what current wireless networks that might be available.

Preferred Networks: This provides information on connections that may have been available in the past. If you are in a location where you are picking up more than one connection in the Available Networks section, and you need to restrict the system from not connecting to one of the connections, you can **highlight the connection** and select **[Remove]** and the connection will become unavailable. You can also change order of the preferred choices.

There is an option when setting up a Wireless Network to configure the router or gateway to require a special access code to allow a computer with a wireless adapter to have access to the network. If you are in a location where this is required, you will have to configure the connection. As shown in the above screen, you would highlight the connection as found in the "Available Networks" area and then you would click on **[Configure].**

For example, on home wireless networks you can configure the router or gateway to allow only systems to access the wireless via a security code that you configure in the router or gateway. This is where the configuration option above comes into play so that you can keep your home system secure from the neighbors having access to your wireless connection, but yet allow the CCE computer to access the network as well.

If a router or gateway is configured for a specific network key, you would, in most cases change the **[Data encryption]** to **WEP** and then input the **[Network Key]** and **[Confirm Network Key]** based on the configuration in the router or gateway.
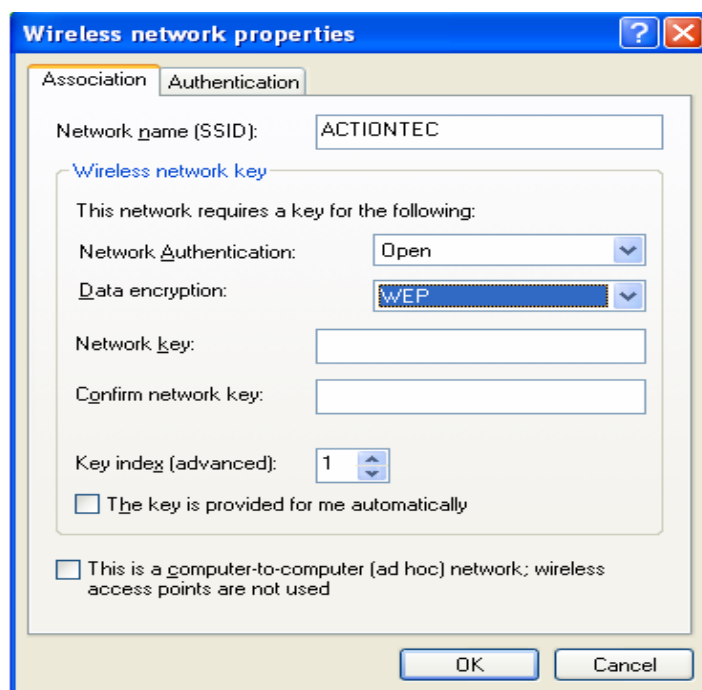

Figure C.7.2.e – Wireless Network Properties Screen

C.7.3   Accessing Wireless Networks in Hotels

Some hotels when you access their wireless connection or you use their high speed internet service require you to open Internet Explorer and answer a few questions before you are allowed to use the network connection.

C.7.4   Costs Associated with Usage of Wireless

It is important to understand that some locations that provide wireless connectivity charge for the access. Many Hotels offer this service at no cost, but many Airports charge a fee to use the service. When charges are required, you will receive some type of a billing screen when you access Internet Explorer. You will not be charged, nor will you get the service until you make payment arrangements. You must check with your supervisor on the policy for your office on paying for these services.

➲   *Many local libraries are now offering free wireless connections.*

Appendix D. CISCO SYSTEMS VPN CLIENT

D.1   Dial Up Networking

At this time the FSA and RD VPN accounts that are provided for using the VPN connection can also be used for Dial-Up Networking.

When using the VPN account for Dial-Up Networking the following values will be used in the "Username" field.

    RD: vpnaccountname@vesta (example first.last@vesta)

    FSA: vpnaccountname@tac1 (example firstinitial.last@tac1)

At this time NRCS utilizes a Mobile Access System (MAS) account as the Dial-Up Networking account in the format of masuserid@telspec and is not associated with the VPN account.

In an effort to increase security and privacy, the SCA limits access from the Internet to computer systems on the SCA Network. Accessing services that are protected will now require usage of a Virtual Private Network (VPN) connection to the SCA Network. A Virtual Private Network uses advanced encryption and tunneling to create a private network connection to the SCA Network over the Internet. This effectively connects your remote computer directly into the SCA Network, and allows you to access protected computer systems within the SCA Network firewall, such as your work computer.

D.2   Removing Unneeded Profiles

There are eighteen profiles available when the Cisco VPN software is installed. Most users only need 2 profiles: Internal and Internet for the domain they reside, i.e., Ageast, Agcentral, or Agwest and the agency they work for, i.e., FSA, NRCS or RD. "Internal" connections cross USDA networks, i.e., a connection use to VPN from an RD network to an FSA network. "Internet" connections are often used to provide access from home, a hotel, or other non-office locations.

You may delete any that are not needed.

For example, if you are a user in Agwest and work for RD, you would only need:

                  RD-AGWEST-INTERNAL
                  RD-AGWEST-INTERNET

1. Log in with a "Regular" user account.

2. Click on [Start] ➔ [All Programs] ➔ [Cisco VPN Client] ➔ [VPN Client]
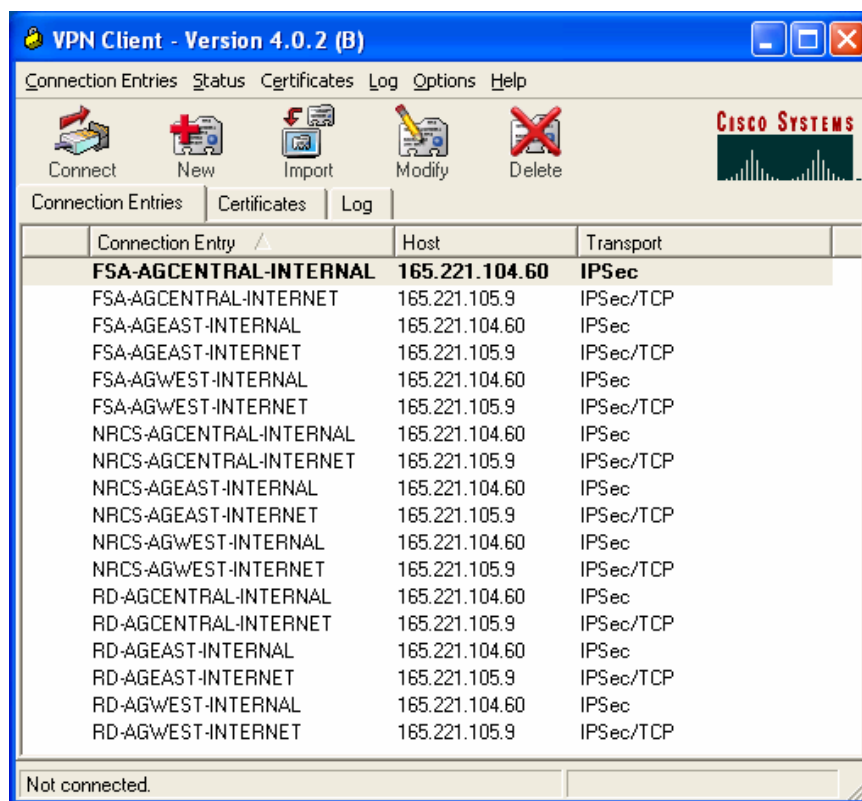   The VPN Client access window displays:

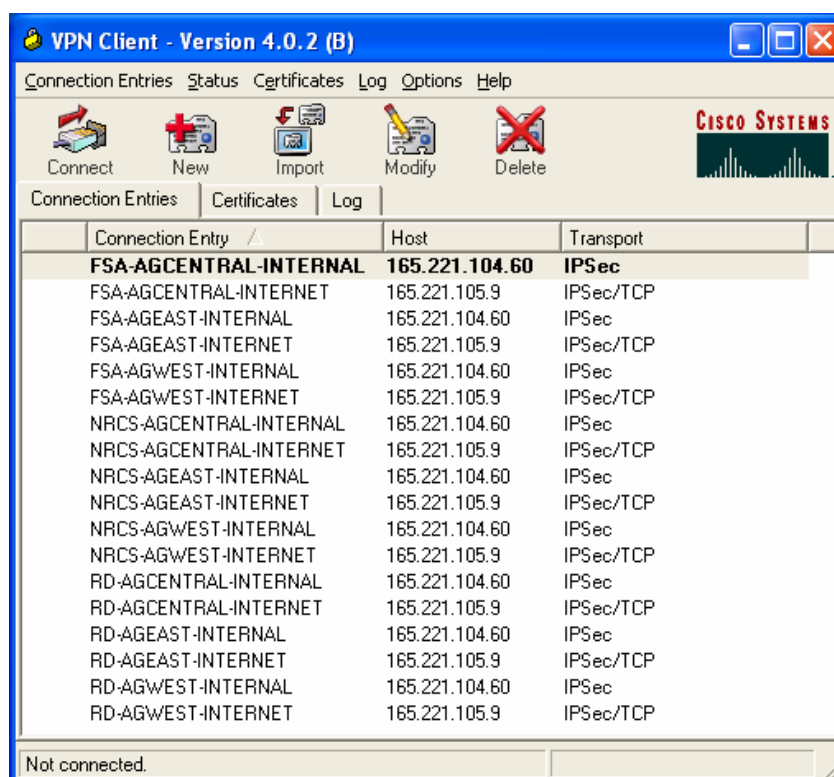**Figure D.2.a – VPN Client Access Window**

3. Click on a Connection Entry that you want to delete to select it. The entry should now be highlighted.

4. Click on the **[Delete]** icon.

Figure D.2.b – Delete Screen

5. At the ARE YOU SURE YOU WANT TO DELETE THE CONNECTION ENTRY… message, click on [Delete].

6. Repeat Steps 3-5 until all unneeded profiles are deleted.

D.3   Accessing Cisco VPN Client

1. Log in with a "Regular" user account.

2. Click on [Start] ➔ [All Programs] ➔ [Cisco VPN Client] ➔ [VPN Client] The VPN Client access window displays:

Figure D.3.a – VPN Client Access Window

3. Click on a **Connection Entry** that you want to connect to. The entry should now be highlighted.

    Internal is used when you are in an office using a network access, but still need access into the USDA backbone. Such as from a University, etc.
    External is used when you are connecting from an outside network access point, such as your home (cable and DSL), or from a hotel, airport or other internet hotspot.

4. Click on the [Connect] icon.

Figure D.3.b – Connect Screen

5. The following screen will appear. Enter your **VPN Username and Password**, then click [**OK**].

Figure D.3.c – User Authentication Screen

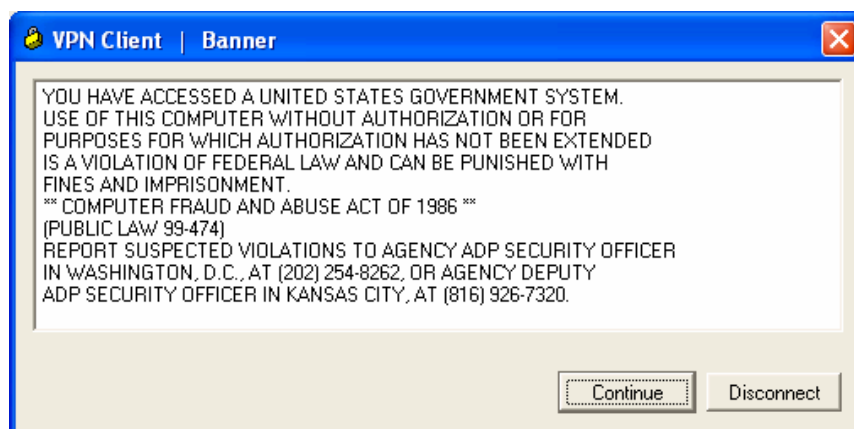6. Click on [**Continue**].

Figure D.3.d – VPN Client Banner Screen

7. When you are authenticated by and connected to the VPN, the VPN connection icon displays in the lower right corner of the taskbar. See the following screen print.

Figure D.3.e – VPN Connection Icon

D.4   Enable Stateful Firewall

Whenever you are connected through a VPN connection, you should ensure the firewall is enabled. When you are not connected, this option must be disabled to allow access to your workstation for such items as backups, software updates, etc.

1.   Click on **Options** from the toolbar
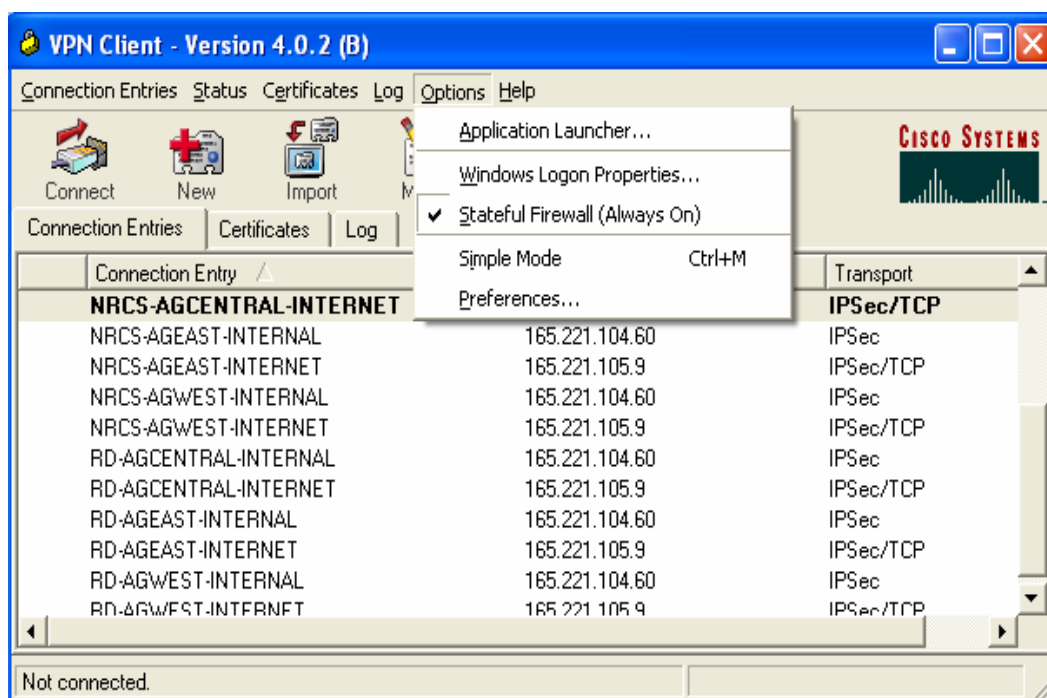2.   Check the line marked **Stateful Firewall (Always On)** (Figure 10.3.1.1.a)

Figure D.4.a – Stateful Firewall Setting

D.5   Pinning VPN Client to Start Menu

Users may want to add the VPN Client to the Start Menu. To perform this action, click on **[Start]** ➔ **[All Programs]** ➔ **[Cisco Systems VPN Client**]. Right click on the VPN Client icon and select **[Pin to Start menu].**

D.6   Enable VPN Client to Start before Login

You can enable the VPN Client to start before you log in on your computer. This is important for many reasons:

- You will be authenticated to the domain when you log in.

- Your drives will be mapped.

- SUS access will be active for any O/S Updates.

- Your machine will be protected within the VPN from the initial login.

Sometimes a laptop user may not need this, like when they are in their office. This option can be turned off and on as needed, or you can just ignore the VPN Login that appears when you login.

1. Log in with a "Regular" user account.

2. Click on [Start] ➔ [All Programs] ➔ [Cisco VPN Client] ➔ [VPN Client]
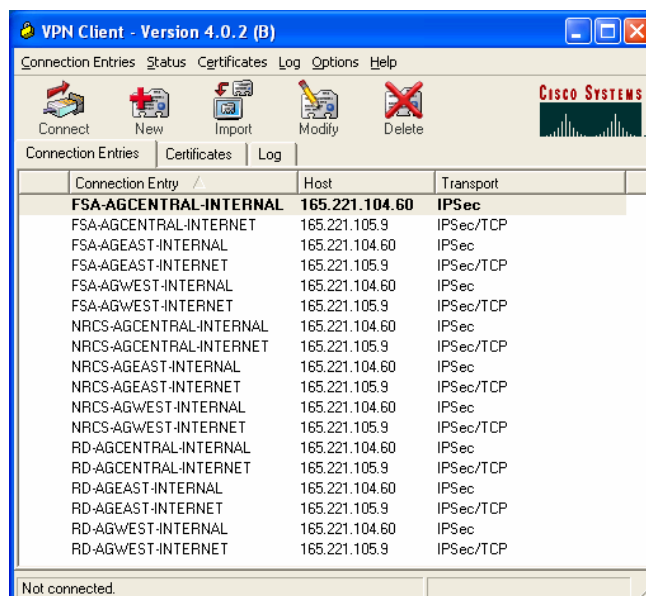   The VPN Client access window displays:

Figure D.6.a - VPN Client Access Window

3. Click on [Options] ➔ [Windows Login Properties] from the toolbar. The following screen will appear:

Figure D.6.b – VPN Client Windows Logon Properties Screen

4. Place a checkmark in front of [Enable start before logon].

5. Click on [OK].

6. Restart your workstation. You now have the VPN client configured to start prior to login.

7. When your system reboots, and you press <Ctrl> + <Alt> + <Del>, in additional to the regular login window, you will get the following:
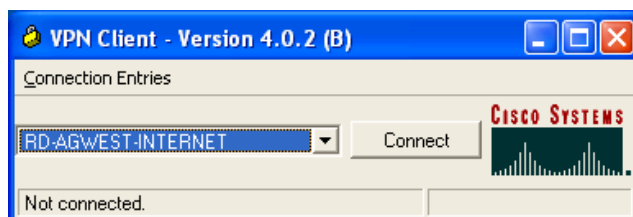
Figure D.6.c – VPN Client Connection Entries Screen

8. Select the **connection that you want** from the list and click on **[Connect].**

9. The following screen will appear. Enter your VPN Username and Password, then click [OK].
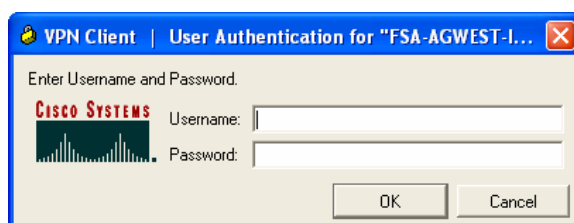
Figure D.6.d – User Authentication Screen
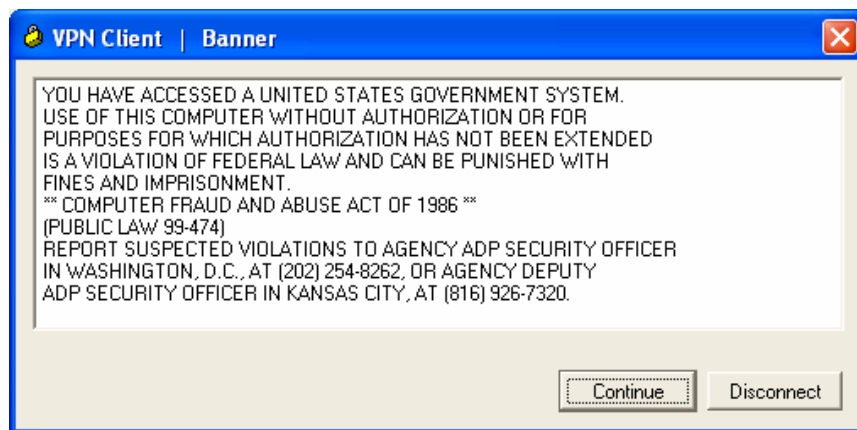
10. Click on [Continue].

Figure D.6.e – VPN Client Banner Screen

11. Click on [Continue], then log in as you normally would. You will be authenticated to the domain when you login.